

HAZELDENE SCHOOL

JOB DESCRIPTION

TITLE: Nursery Manager – Maternity Cover

TYPE OF WORKPLACE: Primary School

RESPONSIBLE TO: Foundation Leader/Assistant Head

JOB PURPOSE:

1. To provide a high standard of physical, emotional, social and intellectual care for children placed in the setting.
2. To give support to their staff within the setting.
3. To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn.
4. To build and maintain strong partnership working with parents to enable children's needs to be met.

MAIN RESPONSIBILITIES:

- To effectively deliver the EYFS ensuring that the individual needs and interest of children in the setting are met (in conjunction with other team members)
- To keep records of your key children's development and learning journeys and share with parents, carers and other key adults in the child's life.
- Support all staff and engage in a good staff team.
- To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs.
- To ensure the provision of a high quality environment to meet the needs of individual children having an awareness of any disabilities, family cultures and medical histories.
- To advise Foundation Leader of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary.
- To be involved in out of working hours activities, e.g. training, weekly staff meetings, summer fayre, etc
- To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.
- To work alongside the Foundation Leader and staff team to ensure that the setting's philosophy is fulfilled.
- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
- To develop your role within the team, especially with regard to being a key person
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
- To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.
- To support nursery assistants, students and volunteers.

- To ensure good standards of safety, hygiene and cleanliness are maintained at all times.
- To undertake and lead on additional responsibilities such as Early Years Meetings
- To attend to the educational, personal and social needs of pupils and any other requirements depending on the pupil's special needs and, wherever possible, make these part of the learning experience (this may include toileting, other hygiene needs, help with dressing and/or assisting with feeding if necessary).
- Under agreed school procedures, to give first aid where necessary; assist with programmes of special care such as physiotherapy, or speech therapy under the direction of the appropriate specialist.
- To successfully complete first aid/paediatric/food hygiene training as required.
- To plan and devise with support from the Foundation Leader educational and child initiated activities. This may include contributing to the development and implementation of Health Care Plans and Personal and Pastoral Support Plans.
- To help assess and systematically record pupils' progress and achievements, using the Development Matters document.
- Lead in maintaining classroom discipline by working with individual and groups of pupils in developing expectations of acceptable personal and social behaviour and help make them part of the learning experience.
- To observe, monitor and provide constructive feedback on pupils' progress.
- To understand the roles of parents and carers in pupils learning and demonstrate ability to liaise with parents and carers sensitively and effectively
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Support for the School

- To work collaboratively with colleagues as part of a professional team, in particular the Foundation Leader, Nursery Support Assistants, the Special Educational Needs Co-ordinator (SENDCO) and other teaching assistants; working at all times within the school's policies and procedures
- To attend staff meetings, participate in performance management arrangements and undertake training and development activities.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
- To undertake tasks of a similar nature and level, as directed by the Headteacher/Foundation Leader