



Godstowe

Job Description and Person Specification

Nursery Manager

Job Description

The school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

Job title:	Nursery Manager
Remuneration:	£35,000 – £50,000 (Commensurate with experience) + attractive performance related bonus.
Working hours:	Full Time, 7:30am – 6:30pm, All Year Round
Reporting to:	Headmaster
Purpose of the Role	To provide inspirational leadership and operational management of Godstowe Nursery, ensuring the delivery of an exceptional Early Years education within a safe, nurturing and stimulating environment. The Nursery Manager will be responsible for maintaining the highest standards of teaching, learning, safeguarding, compliance and customer experience whilst supporting the strategic development and continued success of the nursery as an integral part of Godstowe School.
Main Responsibilities:	Leadership and Management • Provide professional leadership and day-to-day management of the Nursery, ensuring the highest standards of care, education and safeguarding. • Lead, motivate and develop a committed and high-performing Nursery team, creating a positive, collaborative and inclusive working environment. • Recruit, induct, supervise, coach and appraise Nursery staff, promoting continuous professional development and high performance. • Develop and implement the Nursery Improvement Plan in line with the School's strategic objectives. • Promote a culture of accountability, continuous improvement and professional excellence throughout the Nursery. Teaching, Learning and Child Development • Ensure the effective implementation of the Early Years Foundation Stage (EYFS) framework and maintain an ambitious, child-centred curriculum. • Monitor children's learning and development, ensuring accurate observations, assessments and planning through My School Portal and other agreed systems. • Promote high-quality teaching, learning and play experiences that inspire curiosity, creativity and independence.

- Ensure children receive outstanding pastoral care and are fully supported to achieve their individual potential.
- Work closely with the Pre-Prep team to ensure smooth transition into Reception and school life.

Safeguarding and Welfare

- Promote and maintain a strong safeguarding culture throughout the Nursery.
- Ensure full compliance with **Keeping Children Safe in Education (KCSIE)**, the EYFS Statutory Framework and all safeguarding procedures.
- Ensure all safeguarding concerns are identified, recorded and reported promptly in accordance with School procedures.
- Promote children's welfare, wellbeing and emotional development at all times.
- Ensure appropriate staffing ratios and safe supervision of children throughout the day.

Operational Management

- Oversee the day-to-day operation of the Nursery, ensuring high standards of organisation, presentation and efficiency.
- Ensure compliance with all statutory and regulatory requirements including Ofsted, EYFS, Health & Safety, Fire Safety, Food Hygiene, GDPR and employment legislation.
- Lead the planning and delivery of the School's holiday provision, ensuring appropriate staffing and engaging activities.
- Ensure child records, registers, funding claims and statutory documentation are accurate and maintained.
- Maintain high standards of cleanliness, hygiene and safety across all Nursery environments.
- Ensure risk assessments are completed, reviewed and implemented effectively.

Financial and Commercial Responsibilities

- Support the effective financial management of the Nursery, ensuring resources are used efficiently and responsibly.
- Monitor occupancy levels and contribute to strategies that support sustainable growth.
- Oversee the submission of EYFS funding claims and ensure accurate financial administration.
- Manage Nursery resources, equipment and purchasing within agreed budgets.
- Contribute to the continued success and reputation of Godstowe Nursery through excellent customer service and operational efficiency.

Parent and Community Engagement

- Develop positive and professional relationships with parents and carers based on trust, openness and partnership.
- Lead parent meetings, settling-in sessions and Nursery events.
- Respond professionally to parental enquiries and concerns, resolving issues sensitively and effectively.
- Promote the Nursery to prospective families and support admissions through Nursery visits and open events.
- Act as an ambassador for Godstowe School, promoting its values and reputation at all times.

	General Responsibilities - Attend staff meetings, INSET days, training sessions, parents' evenings and School events as required. - Maintain confidentiality and comply with GDPR requirements. - Uphold the School's policies, procedures and values. - Undertake any other duties reasonably requested by the Headmaster or Senior Leadership Team consistent with the level of the post.		
Person Specification			
The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential	Desirable	Method of Assessment
Qualifications:	Full and Relevant Level 3 Early Years Qualification. Paediatric First Aid. Enhanced DBS.	Level 5 Leadership qualification, Early Years Degree, Safeguarding/DSL qualifications.	Application Form Applicant's certificates Interview
Experience:	Significant experience working within an Early Years setting. Previous experience as a Nursery Manager, Deputy Manager or equivalent leadership role. Experience of leading teams, safeguarding, EYFS and Ofsted compliance.	Experience within an independent school or outstanding nursery setting. Experience managing budgets and occupancy.	Application Form Applicant's certificates Interview Professional references
Leadership Skills	Ability to lead, motivate and develop staff. Experience of performance management and coaching. Ability to manage change positively.	Experience leading whole setting improvements and strategic planning.	Application Form Applicant's certificates Interview Professional references
Professional Knowledge	Excellent knowledge of EYFS, safeguarding, child development and relevant legislation. Good understanding of Health & Safety and safer recruitment.	Knowledge of My School Portal, nursery funding and independent school environments.	Application Form Interview

Communication Skills	Excellent written and verbal communication skills. Ability to build positive relationships with children, parents and colleagues. Strong organisational and IT skills.	Experience presenting to parents or leading training sessions.	Application Form Interview
Personal Qualities	Passionate about Early Years education. Positive, approachable and professional. High levels of integrity, resilience and emotional intelligence. Flexible, organised and solution focused. Able to inspire confidence and lead by example.	Commitment to continuous professional development and innovation within Early Years.	Application Form Interview

Safeguarding Statement

*Godstowe School is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check, online searches in line with statutory guidance, verification of qualifications and professional status, identity checks, right to work checks and satisfactory references prior to appointment. This post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to safer recruitment requirements in accordance with **Keeping Children Safe in Education (KCSIE)**.*