FCAT
The best we can be

Job Description for the position of Nursery Manager

Salary:	Grade E on the NJC Pay Scale
Responsible to:	Headteacher, Deputy Headteacher, SLT, EY Lead, Phase Lead
Date of Job Description:	November 2025

Purpose of the Role:

Responsible for daily running and administration of the nursery. Working within agreed policies and procedures, to provide the highest standards in child care, educational progress and attainment, ensuring statutory compliance, and being accountable to the Headteacher, SLT and Governing Board.

Main Tasks and Responsibilities

General duties:

- To fulfil the requirements of the Early Years Professional/Teacher standards as defined in the published standards.
- To act in accordance with the academy and FCAT's Policies and Procedures.
- To act as a role model, to encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within our academy.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day.
- To adhere to FCAT's Safeguarding Policy and Procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for your own and other people's health and safety in line with school and FCAT policies and procedures.

Student Support

- To work within the context of the Early Years department to facilitate a smooth transition between Nursery and School.
- To support students on an individual/group basis to access planned activities.

- To assist in the development of various skills which support the children's learning and development.
- To be a key worker, and be involved in the planning, assessment, tracking and reporting to parents for students aged 0-5, with support from the phase leader
- To perform duties relating to SEND for nursery students, following the Early Years SEND guidelines.
- To ensure compliance with student health and welfare requirements.
- To assist in the personal and social care of children, and in the student's development of related skills.
- To develop an atmosphere within the nursery in which effective learning can take place.
- To use skills and expertise to create teaching aids.

Staff Management

- Day to day management of nursery staff. This includes regular monitoring of the work of individual nursery team members and providing appropriate feedback as well as attendance management, performance appraisal and management.
- To ensure the effective deployment of the nursery team in response to school operational requirements, planning for change where appropriate.
- Take a lead role in the planning, development and delivery of nursery services/procedures in consultation with the Headteacher and SLT.
- To undertake in consultation with the Headteacher, recruitment and selection of the nursery team.
- To support nursery staff in providing for the safe supervision of children in the nursery.

Specific Duties

- To monitor all aspects of the nursery provision and work to a self-evaluation schedule to report to the Headteacher and SLT.
- To assist with the marketing and promotion of the nursery provision within the academy.
- To communicate with the wider community in terms of organising events, activities and promoting the Nursery within the locality.
- To assist with concerts, carnivals etc. in which the nursery are involved.
- To liaise with parents and organise inductions of new children including the administration involved within this.
- To be the first line support to liaise with parents, carers and other providers/outside agencies on a range of matters, and positively develop relationships with all parties to assist in student progress, attainment and wellbeing.
- To be the first line support for any complaints made regarding the nursery and endeavour to resolve these initially, reporting to SLT where complex matters arise.
- To be responsible for safeguarding within the nursery under the direction and supervision of the Designated Safeguarding Lead.

- To be responsible for all aspects of Health and Safety within the nursery in liaison with the Health & Safety Lead for the School.
- To ensure compliance for OFSTED and other legal requirements in relation to the nursery setting.
- To be responsible for and administer all grants and billing in liaison with parents, Senior Administrator and Finance Manager
- To be responsible for the ordering of nursery resources; including consumables and perishables in liaison with the School Business Manager
- To be responsible to the administration of trips and visits
- To prepare and deliver an annual report to Governors on all aspects of standards of provisions in the nursery, with support and liaison with SLT
- To be responsible for all non-curriculum related nursery policies
- To assist in the preparations of initiatives and bids related to EYFS.
- To create and manage the annual Nursery Improvement Plan (in liaison with colleagues) to contribute to the School Improvement Plan
- To implement and deliver actions identified within the School Improvement Plan to ensure achievement for the academy and students
- To have total commitment to upholding school ethos and core values.
- Any other duties as reasonably requested by the senior leadership team.

General Duties:

- To act in accordance with the academy and FCAT's Policies and Procedures.
- To act as a role model, to encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within our academy.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day.
- To adhere to FCAT's Safeguarding Policy and Procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.