



HORRIS HILL
SCHOOL

Nursery Manager

Job Title: Nursery Manager

Working Time: Full Time

Salary: £38,000 - £42,000

Part of the Forfar Education family of schools and nurseries, funded in 2022 Horris Hill Nursery is a successful and thriving child-led nursery for children aged 2 to 4 years old. We offer a lovely setting which has been carefully designed to create a welcoming space for our children, from the lighting, textures and outdoor play areas, to the inspiring books, prints and large variety of resources, every detail has been carefully thought through.

We are seeking to recruit a passionate and energetic Nursery Manager to drive our nursery forward.

We offer a rewarding working environment, encouraging our staff to continue their professional development and have an active input in the day-to-day running of the Nursery.

We fully appreciate the passion, hard work and commitment shown by our excellent team of nursery practitioners. In return, we offer a range of market-leading benefits that helps ensure our staff are motivated, happy and engaged.

These include:

- Subsidised accommodation on School Site
- Generous holiday allowance. We also offer birthday leave for all our staff.
- An annual appraisal process which allows for specific discussions relating to career progression, training and development
- Financial support for different forms of continual professional development
- Daily lunch and drinks while at work
- Being part of a broader group of nurseries across the UK, allowing for knowledge sharing, career development and mentoring opportunities
- Staff discount policy for nursery staff whose children are keen to attend Horris Hill Nursery and School
- Annual clothing allowance
- Corporate events
- Wellbeing opportunities to foster team collaboration, healthy living and relaxation
- Free parking



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The Role

Childcare and Education

- Lead the Nursery team to create and deliver a vision for a nurturing, calm and creative nursery setting with both outdoor and indoor play to foster curiosity, independence and confidence
- Ensure that children are kept safe and that staff understand, and, when necessary, follow Safeguarding Procedures. Act as Deputy DSL – leading on Safeguarding within the Nursery
- Ensure that all children attending the Nursery receive rich and stimulating experiences appropriate to their age and stage of development
- Promote high standards of quality within the Nursery in respect of the environment, resources and experiences offered to children
- Ensure that practice and provision in the Nursery meets the requirements of the Early Years Foundation Stage
- Ensure that the nursery team provides children of wide range of age appropriate activities, based on children's interests and supported by in the moment planning
- Promote and facilitate positive partnerships with parents/carers and other family members
- Lead the development of outstanding and improving practice with regards to special needs and inclusion
- Ensure that provision in the Nursery meets the requirements of the local LA in relation to nursery education grant funding for three and four-year olds
- Co-ordinate a range of trips and visits to enrich the curriculum
- Establish, develop and maintain highly professional working relationships with relevant Local Authority Departments, regulatory bodies and other agencies
- Create and maintain a culture of high expectations, self-evaluation, reflective practice and continuous improvement throughout the Nursery
- Take part in whole school activities and share the same culture in preparation for a smooth transition to the pre-prep
- Promote the values and ethos of Horris Hill Lower School

Health and Safety

- Manage the day-to-day operation in order to ensure the health and safety of the children, their parents and carers, the team and any visitors to the Nursery.
- Adhere to all health and safety policy and procedure.
- Be fully aware of all emergency and security procedures.
- Be responsible for ensuring the Nursery remains compliant in respect of suitably trained staff with relevant first aid qualifications.
- Be responsible for ensuring that all staff receive necessary Health and Safety training.
- Attend H&S Committee meetings and ensure that within the Nursery all accidents, incidents and near misses are properly recorded, investigated and any changes/improvements acted upon.
- Monitor any H&S issues and accidents in the nursery to ensure that any trends are identified and remedial actions promptly taken



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Finance/Administration

- Manage staff/pupil ratios and timetables
- Maintain accurate session and staffing records and accounts for the Nursery and produce management information as required
- Ensure that resources within the nursery are high quality, regularly rotated and replaced as required, within the Nursery budget
- Understand and utilise management systems and information to maximise efficiency
- Facilitate inspections by regulatory bodies and implement any recommendations
- Lead the nursery such that is inspection ready at all times
- Ensure accurate reporting in respect of session numbers, quality and standards
- Attend regular meetings with the Head of Lower School and Headmaster

Staff

- Lead team meetings
- Develop open and positive working relationships with staff
- Induct, support, train and appraise all Nursery staff to ensure delivery of outstanding quality childcare practice and continuous improvement
- Develop and maintain a thorough and supportive system of 6 weekly supervisions, observations of staff interactions and performance coaching
- Manage the keyworker system, ensuring that all keyworkers have a thorough knowledge of their key children's needs, stage of development and interests
- Hold oversight of children's next steps, ensuring that these are age and stage appropriate, regularly reviewed and well communicated to parents
- Liaise with the Head of Lower School to ensure the smooth running of the setting
- Develop a well-qualified and experienced team able to meet and exceed all relevant standards
- Identify training needs; develop training plans and evaluate and cascade training undertaken by staff
- Work in conjunction with the Headmaster and Head of Lower School in disciplinary and grievance investigations and hearings

Marketing and Recruitment

- Promote the Nursery to current parents and potential families
- Ensure that all staff develop and maintain friendly and professional relationships with parents and carers, leading liaison and managing all aspects of communication
- Ensure that parents know their key worker and that staff understand and can excel in this role
- Pro-actively represent Horris Hill and advance its interests in the local community
- Be responsible for ensuring that all complaints and concerns are actively resolved in a timely manner in accordance with the school policy and that these are reported to the Headmaster
- Organise and lead parents' evenings, daily contact, home-nursery liaison and 'welcome' meetings



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General

- Responsible for all administrative duties associated with the Nursery, such as maintaining children's records, ordering equipment, and keeping all regulatory records
- Adhere to all school policies and procedures, and lead on review and updating of all Nursery specific policies and risk assessments
- Undertake any duties as reasonably requested by the Head of Lower School, senior management or Headmaster
- Ensure the safety and well-being of children at the School by adhering to and complying with the School's Child Protection and Safeguarding Policy at all times. Horris Hill School is committed to safeguarding children and promoting the welfare of children and young people and expects all employees, workers and volunteers to share this commitment
- Attend training and staff INSET sessions organised by the School, and plan and lead Early Years INSET and staff training for all Nursery staff
- Adhere at all times to Health and Safety legislation, and all school policies and procedures, to ensure their own safety and that of colleagues as well as pupils and visitors

Person Specification

- NNEB, BTEC Nat Dip, CACHE Dip in Childcare, or NVQ Level 3
- A minimum of 3 years of experience as a Nursery Manager or Deputy Nursery Manager
- Strong leadership, organisational, and communication skills
- Attention to details and ability to prioritise workload effectively
- A focus on delivering high-quality childcare and early education
- An in depth knowledge and understanding of the EYFS, child development and Early Years curriculum areas
- A supportive and hands-on manager who will lead by example, model excellent practice and be able to actively coach and develop a team of practitioners

Appointments & Recruitment Process

The School is committed to safeguarding and promoting the welfare of children and questions will be asked at interview to assess the suitability of candidates to work with our children. A copy of the school's Safeguarding and Child Protection Policy is available to download from the School's website.

All appointments are subject to a satisfactory enhanced Disclosure & Barring Service check (including a check against the Children's Barred List) and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check and a self-declaration of childcare disqualification. Please see the enclosed Safer Recruitment Policy for further details.



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All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have.

Candidates are required to submit a completed application form together with a supporting letter outlining the extent to which they can demonstrate their ability to do the job and meet the criteria indicated. You should provide details of two referees and one must be your current or most recent employer. References will be taken prior to interview unless specifically requested.

An application pack can be downloaded from the school website www.horrishill.com/vacancies. Please submit applications to Paola Bright (Bursar) p.bright@horrishill.com. If you require any further information please don't hesitate to contact the school office on 01635 40594.

Applications will be considered as they are received therefore early applications are encouraged.
Short-listed candidates will be contacted and asked to attend an interview soon after.
Employment will commence, subject to the satisfactory completion of all pre-employment checks, as soon as possible after this.