



# Blackhall Nursery

## Post: Nursery Manager

### Job purpose

The Nursery Manager provides strategic, pedagogical and operational leadership for Blackhall Nursery, ensuring high-quality early learning and childcare in line with national practice, guidance and care Inspectorate / HMiE requirements.

Main responsibilities	Tasks
<p>To lead by example and to ensure that the warm, welcoming, respectful, high quality and collaborative ethos of the Nursery underpins all interactions with children, staff, parents, board of directors and the wider community.</p>	<ul style="list-style-type: none"> <li>• Create a welcoming, caring and responsive environment which responds to individual needs, respects difference and enables positive interactions between all adults and children, building strong relationships whilst respecting confidentiality</li> <li>• Be available to attend Parent Committee meetings and support committee led activities/events as needed</li> <li>• Foster positive Nursery relationships with other organisations in the community e.g. primary school, playgroup, cluster nurseries</li> </ul>
<p>To be responsible for your own performance and for the day-to-day management of early years practitioners, early years assistants, learning assistants and support staff.</p>	<ul style="list-style-type: none"> <li>• Ensure staff ratios are maintained in line with Care Inspectorate requirements</li> <li>• Manage staff attendance and absence cover in line with ratios and Nursery policies, with Board Chair/HR Rep input</li> <li>• Ensure staff attendance/absence is recorded and signed off on weekly time sheets</li> </ul>
<p>To lead, motivate and manage staff, in a supportive and inclusive manner which values everyone's contribution and encourages personal learning and development across the team in line with the SSSC codes of practice.</p>	<ul style="list-style-type: none"> <li>• Promote a culture of collaborative reflective practice, encouraging distributed leadership and continuous professional learning across the team.</li> <li>• Support staff development and training, ensuring that mandatory training is always kept up to date</li> <li>• Plan and lead in-service day training</li> <li>• Ensure staff meetings are scheduled and minutes prepared/circulated</li> <li>• Plan, communicate and prepare for individual appraisal meetings timeously, write reports and develop action plans to include training needs. Share outcomes with Board Chair or HR rep.</li> <li>• Manage staff grievance/disciplinary issues</li> </ul>

<p>To lead the delivery of high-quality learning experiences which link to the Curriculum for Excellence learning outcomes for the early level.</p>	<ul style="list-style-type: none"> <li>• Encourage and develop a reflective and responsive approach by practitioners to support children’s learning</li> <li>• Schedule and take part in regular curriculum planning meetings with practitioners to develop learning plans which respond to children’s interests</li> <li>• Ensure that personal plans are prepared and shared with practitioners and parents</li> <li>• Ensure that high-quality resources are available to support children’s learning</li> <li>• Ensure pedagogy and practice reflect <i>Realising the Ambition: Being Me</i> and the principles of play-based learning</li> </ul>
<p>To ensure that key workers record and track each child’s learning progression and achievements and provide tailored support to meet their development needs.</p>	<ul style="list-style-type: none"> <li>• Monitor observations and next steps in learning recorded in All About Me books by keyworkers</li> <li>• Carry out regular tracking exercises of all children’s learning progress</li> <li>• Discuss with keyworkers ideas for tailored support</li> </ul>
<p>To establish and maintain positive relationships with parents and families working in partnership to support their child’s learning</p>	<ul style="list-style-type: none"> <li>• Manage the waiting list, places, database/admin and oversee enrolment process</li> <li>• Create parents’ accounts on digital communication platforms, such as Class Dojo App</li> <li>• Write regular Nursery e-newsletters to keep parents and carers informed about events in Nursery and their children’s learning experiences</li> <li>• Maintain an atmosphere of openness and to go the extra mile to work in partnership with families</li> <li>• Co-ordinate and attend parent consultation evenings, meetings with outside agencies and other professionals</li> </ul>
<p>To ensure that Nursery continues a programme of self-evaluation and improvement in line with How Good is Our Early Learning and Childcare, Health and Social Care Standards, Building the Ambition and Edinburgh Council toolkits.</p>	<ul style="list-style-type: none"> <li>• Draw up the yearly Standards, Quality and Improvement Plan (SQIP) with input from all staff, the Board and parents</li> <li>• Lead self-evaluation using the Joint Framework to inform SQIP/improvements</li> <li>• Monitor and deliver the achievement of SQIP priorities and tasks throughout the year</li> <li>• Ensure that monthly self-evaluation meetings are scheduled that agreed improvement actions are recorded and acted upon</li> <li>• Ensure parental feedback is sought throughout the year and any actions incorporated into improvement planning</li> </ul>

<p>To keep abreast of legislation, childcare issues, Care Inspectorate, SSSC, HMIE and City of Edinburgh Council requirements and to update/introduce policies where appropriate. This may involve attending training courses and seminars.</p>	<ul style="list-style-type: none"> <li>• Implement policy and practice changes as required to reflect changing requirements and best practice guidance</li> <li>• Lead the review of Nursery policies on a rolling 3-year cycle and to ensure that staff practice is kept current</li> <li>• Implement staff training as necessary to support policies and practice</li> </ul>
<p>To manage all aspects of care and wellbeing which meets the needs of the individual child in line with Nursery policies including Child Protection and the principles of Getting It Right for Every Child.</p> <p>This role involves regulated work with children. The postholder must adhere to Blackhall Nursery's Child Protection Policy and national safeguarding legislation at all times.</p>	<ul style="list-style-type: none"> <li>• Follow steps within the GIRFEC framework to support children and families, as necessary</li> <li>• Ensure inclusive practice for children with additional support needs and uphold the principles of equality, diversity and inclusion in line with the Equality Act 2010</li> <li>• Act as Lead Professional within the GIRFEC process liaising with outside agencies and monitoring action plan</li> <li>• Manage child attendance and implement Absence Policy when necessary</li> </ul>
<p>To be responsible for Health and Safety, with the Board Health and Safety rep, maintaining a safe environment for all.</p>	<ul style="list-style-type: none"> <li>• Health and Safety risk assessments</li> <li>• Ensure fire safety procedures are followed and fire drills exercised</li> <li>• Water Management procedures</li> <li>• Monitor food safety compliance</li> <li>• Ensure repairs and maintenance requirements are carried out as necessary</li> <li>• Ensure first aid arrangements are in place</li> </ul>
<p>To be responsible for the allocation of staffing and resources in line with the budget.</p>	<ul style="list-style-type: none"> <li>• Manage the staff cover budget</li> <li>• Purchase new and replacement learning resources, hygiene supplies and office supplies and children's snack in line with the budget and fundraising resources</li> <li>• Order children's snack and lunches</li> </ul>
<p>To work collaboratively with the Business Manager, Chair and Board to ensure good administration and general housekeeping is maintained (The Nursery Manager reports directly to the Board Chair and works closely with the Business Manager)</p>	<ul style="list-style-type: none"> <li>• Follow and refine the tasks within the Nursery Manager's Annual Planner</li> <li>• Complete and submit Care Inspectorate Annual Return and Duty of Candour report</li> <li>• Keep accident and incident records and review these termly to see if any pattern arises</li> <li>• Ensure that appropriate and accurate records are maintained in line with best practice, policies and procedures including confidentiality and GDPR</li> <li>• Be the principal contact for regulatory bodies</li> </ul>
<p>To work with the Board in the recruitment, induction, mentoring and training of staff and volunteers.</p>	<ul style="list-style-type: none"> <li>• Reviewing job descriptions, shortlisting and interviewing</li> </ul>

	<ul style="list-style-type: none"><li>• Carry out disclosure checks and SSSC registration</li><li>• Induction and training following Nursery policies and National Induction Resource, including probationary meetings</li></ul>
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Success in this role will be demonstrated through positive Care Inspectorate Evaluations, strong team morale, high quality learning experiences and effective partnerships with families and agencies.

Blackhall Nursery is committed to equality, diversity and inclusion in both employment and practice, ensuring children and staff are valued and respected.