

## **Job Title: Nursery Manager (Early Years Operations & Provision)**

**Reporting to:** Early Years Lead

**Line Management:** Nursery support staff

**Key Relationships:** Head of Junior School; Early Years Lead; Nursery Teacher; Early Years Teaching Assistants; Admissions Manager; Marketing & Digital Communications Lead; Finance Team.

**Grade:** Grade 4

**Hours:** Full time, full year

### **Job Purpose and Summary**

The Nursery Manager is responsible for the operational leadership and day-to-day delivery of Early Years provision at Newcastle High School for Girls.

Working closely with the EYFS Phase Leader, Nursery Teacher and wider Early Years team, the postholder will ensure that all aspects of Nursery, wrap-around and holiday provision are well organised, consistent and responsive to the needs of pupils, parents and staff.

The role is designed to complement, not replace, the school's established educational leadership. The EYFS Phase Leader and Nursery Teacher retain responsibility for educational, pedagogical and pastoral provision. The Nursery Manager provides dedicated oversight of operational delivery, systems and organisation, ensuring that the provision runs smoothly and effectively within this framework.

The role includes a balance of in-room support and non-contact operational time, enabling the postholder to oversee delivery while maintaining visibility and presence within the setting.

### **Key Responsibilities**

#### **Overview**

The Nursery Manager will take responsibility for the effective day-to-day organisation of Nursery provision, ensuring that routines, staffing and delivery are clearly structured and consistently implemented.

Working alongside the Nursery Teacher, the postholder will ensure that operational arrangements support and enable the delivery of high-quality teaching and learning, maintaining the school's education-led Early Years model.

The role includes oversight of wrap-around care and holiday provision, ensuring that these elements are well organised, appropriately staffed and aligned with the wider Nursery offer. This includes supporting the effective use of provision across the week and throughout the year.

The Nursery Manager will coordinate staffing arrangements to ensure that deployment is efficient and compliant with statutory requirements, while ensuring that staffing structures are planned independently of the role to avoid reliance on the postholder for minimum ratios. The role also includes oversight of booking systems, scheduling and parent-facing processes, ensuring that these operate clearly and consistently. The postholder will work closely with colleagues in Finance and Admissions to support the effective operation of systems and processes.

The Nursery Manager will contribute to the ongoing development of provision, helping to ensure that it remains well organised, sustainable and responsive, while maintaining the school's established educational approach.

To enable the effective delivery of operational responsibilities, the role includes designated non-contact time. The postholder will not be relied upon to meet minimum staffing ratios on a routine basis, allowing flexibility to manage operational priorities while providing in-room support where appropriate.

### **Operational Delivery**

Oversee the day-to-day organisation of Nursery, wrap-around care and holiday provision, ensuring that all aspects of delivery are clear, structured and efficiently managed.

Ensure that daily routines, timetables and transitions are well coordinated and that provision operates smoothly and consistently.

Maintain a well organised working environment, ensuring that operational processes are clearly understood and followed by staff.

### **Capacity, Admissions and Utilisation**

Work closely with the EYFS Phase Leader and Admissions colleagues to support Nursery admissions, ensuring that engagement with prospective families is well informed and professionally handled.

Monitor occupancy levels and patterns of usage, ensuring that Nursery capacity is used effectively and that available places contribute positively to the school's overall recruitment objectives.

Support the effective uptake of wrap-around care and holiday provision, ensuring that these elements of the offer are accessible, well organised and aligned with family needs.

## **Staffing and Team Coordination**

Line manage Nursery support staff, ensuring that roles are clearly defined and that expectations are understood.

Coordinate staffing arrangements to ensure that levels are appropriate to demand and compliant with statutory requirements.

Allocate work effectively, ensuring that staff are deployed efficiently and that provision is delivered consistently across the week and throughout the year.

Support recruitment, induction and training of staff, contributing to the development of a confident and capable team.

## **Parent Experience and Communication**

Oversee the operational aspects of the parent experience, ensuring that booking processes, scheduling and day-to-day communication are clear, accurate and professionally managed.

Ensure that parents receive consistent and timely information and that queries are handled effectively.

Support a positive and well organised experience for families, particularly in relation to the school's approach to flexible provision and booking arrangements.

## **Systems, Data and Financial Processes**

Work closely with the Finance Manager to ensure the effective operation of systems supporting Early Years provision, including EYManage.

Ensure that bookings, billing and Early Years funding are administered accurately and consistently, in line with School processes and expectations.

Maintain accurate records and ensure that information is managed appropriately, supporting reporting and operational planning.

Support the implementation of agreed pricing structures and booking approaches, ensuring that operational processes align with the school's wider model.

## **Compliance and Administration**

Ensure that operational practice complies with EYFS statutory requirements and School policies, including safeguarding, health and safety and data protection.

Maintain organised records and ensure that administrative processes are applied consistently.

Support the implementation of safeguarding procedures within operational practice, referring matters appropriately in line with School policy.

## **Collaboration and Alignment**

Work closely with the EYFS Phase Leader to ensure that operational and educational leadership are aligned and mutually supportive.

Collaborate with admissions, marketing and communications colleagues to ensure that Early Years provision is effectively represented and understood by prospective families.

Ensure that operational activity is coordinated with wider School processes, avoiding duplication and maintaining consistency.

## **Other Responsibilities**

Contribute positively to the wider life of the school, supporting events, activities and initiatives as appropriate.

Identify opportunities to improve operational processes and contribute to continuous improvement.

Undertake additional duties as required, consistent with the scope and purpose of the role.

## **General**

All school staff are expected to:

- a. Work towards and support the school's vision and current objectives outlined in the School Development Plan.
- b. Support and contribute to financial sustainability and efficiency, ensuring that resources are used effectively and appropriately.
- c. Actively promote and advocate for the school, supporting pupil recruitment and retention.
- d. Contribute to the wider life of the school, including co-curricular and enrichment activities where appropriate.
- e. Safeguard and promote the welfare of pupils at all times.
- f. Work within health and safety policies to ensure a safe working environment.
- g. Promote equality, diversity and inclusion.
- h. Maintain data protection and cyber security standards.
- i. Support the School's sustainability commitments.

- j. Maintain high professional standards at all times.
- k. Engage in performance review and professional development.
- l. Adhere to GDST and School policies.
- m. Undertake other reasonable duties as required.

## Person Specification

### Qualifications

- Level 3 (or above) Early Years qualification recognised by the Department for Education (DfE) as “full and relevant” for the purposes of the EYFS staff:child ratios (Essential)
- Level 6 qualification (e.g. degree, EYTS, QTS or equivalent) (Desirable)

### Knowledge and Experience

- Experience working within an Early Years setting
- Experience of coordinating provision and supporting day-to-day operations
- Experience of managing or supervising staff
- Experience of working with systems and administrative processes
- Experience in an educational or private nursery setting is desirable

### Skills and Abilities

- Strong organisational skills, with the ability to manage multiple priorities
- Ability to coordinate operational activity effectively and consistently
- Clear and confident communication with a range of stakeholders
- Strong attention to detail and commitment to accuracy
- Ability to allocate and manage workload effectively
- Ability to work collaboratively across teams

### Personal Attributes

- Professional, organised and reliable
- Proactive and solutions-focused
- Strong sense of responsibility and accountability
- Ability to maintain consistency and high standards
- Alignment with the values and ethos of the School and GDST