



JOB DESCRIPTION NURSERY MANAGER

Job purpose:

The role of the Nursery Manager is to provide outstanding professional leadership and management of the nursery. You will be responsible for the overall day-to-day operations, ensuring the highest standards of care, education, and safety for all children. The Nursery Manager plays a key role in shaping the nursery's ethos, managing and developing the staff team, and promoting the nursery within the local and wider community. You will hold a minimum Level 3 qualification in Early Years (NVQ or equivalent) with significant experience leading a busy and successful nursery setting.

Job title: Nursery Manager
Reporting to: Head of School
Status: Full time, permanent
Salary
Start date: September 2025

All staff are expected to:

- Follow the School's Safeguarding policy and procedures and to ensure the well-being of all pupils in their care is their highest priority.
- Contribute to the day-to-day running of the whole school and follow its policies and procedures.
- Take an active role in ensuring the realisation of the School Development Plan.
- Treat each child and each other with courtesy and respect.
- Observe all Health & Safety regulations and procedures.

Key Responsibilities

Leadership, Childcare & Education

- Lead and manage the nursery to promote high standards of care, learning, and development.
- Ensure that children are offered rich, varied, and developmentally appropriate learning opportunities in line with the EYFS.
- Ensure safeguarding and welfare are at the heart of all practice; act as Designated Safeguarding Lead (DSL) or Deputy DSL.
- Oversee long-term and short-term curriculum planning and ensure it is effectively delivered and monitored.
- Monitor and evaluate the quality of provision through regular observations, audits, and reflective practice.
- Build strong relationships with families, promoting open communication and parent engagement in their child's learning journey.
- Support transitions from the nursery to the Pre-Prep through well-managed handovers and collaboration with Reception staff.
- Liaise with the Head of Learning Support and external agencies to ensure that all children's needs are identified and supported.

Marketing & Promotion

- Take a proactive role in marketing the nursery, working with the Head of School and marketing team to increase visibility and attract new families.
- Seek out and engage with opportunities to promote the nursery through local community partnerships, events, advertising, and digital presence.
- Represent the nursery at open days, local networking events, and prospective parent visits.
- Oversee and contribute to the development of marketing materials, newsletters, and content for social media.

Managing Staff

- Lead, support, and develop a highly qualified and motivated team.
- Manage all aspects of staffing including recruitment, induction, rotas, absence management, and performance review.
- Responsible for the planning and organisation of staffing schedules and timetables, duty rotas, and sickness and absence cover to ensure adequate staffing levels are maintained at all times.
- Chair staff meetings and conduct supervisions and appraisals, ensuring continuous professional development.
- Foster a culture of collaboration, accountability, and positivity among the team.
- Ensure all staff understand and follow policies, particularly regarding safeguarding, behaviour, and health and safety.
- The Nursery Manager will be expected to role model the 'one school' ethos and ensure strong, professional working relationships are maintained across the whole school.
- They will actively seek out and support opportunities for the nursery to contribute meaningfully to the wider school community and events, reinforcing a sense of unity and shared purpose.

Finance, Compliance & Resources

- Monitor and manage the nursery budget in consultation with the Head of School and the Bursar.
- Ensure that staff ratios, space, and resources meet statutory requirements.
- Maintain accurate and confidential records in line with GDPR and safeguarding requirements.
- Be responsible for overseeing procurement, inventory, and stock control of nursery materials and equipment.

Strategic Vision & School Integration

- Work with the Head of School to develop and deliver a strategic vision for the nursery aligned with the whole-school ethos.
- Contribute to the school's development planning and self-evaluation processes.
- Champion the 'one school' ethos by fostering close links with colleagues.
- Identify areas for growth and improvement, proposing innovative solutions and initiatives.

Person Specification

Essential:

- Minimum **Level 3 CACHE** qualification in Early Years.
- Proven management experience in a high-quality nursery setting.
- Knowledge of current EYFS framework, Ofsted expectations, and statutory guidance.
- Strong leadership, staff development, and team-building skills.
- Excellent organisational and administrative abilities.
- Experience with safeguarding practices and acting as or supporting the Designated Safeguarding Lead.
- Financial awareness and ability to work within a set budget.
- Confident communicator, able to build strong relationships with staff, parents, and external professionals.
- Fluent written and spoken English.
- IT proficiency including Microsoft Office.
- Positive, warm, and approachable manner.

Desirable:

- Paediatric First Aid & Food Hygiene training.
- Forest School qualification or experience.
- Experience developing marketing strategies or working with marketing teams.
- DSL trained (or willingness to complete training).
- Evidence of CPD in leadership and nursery management.

Review:

This job description may be amended at any time following discussion with the Head of School and will be reviewed annually.

Copthorne Prep School is committed to safeguarding and promoting the welfare of children and the successful candidate will be subject to checks by the DBS and past employers.