



## Nursery Manager – Job Description

### Main Purpose of the Role

The Nursery Manager at Webheath Primary Academy will be responsible for leading and managing the nursery provision within our two-form entry primary school setting. This role is vital in providing a warm, safe, and stimulating environment where young children can begin their educational journey with the highest possible standards of care. The Nursery Manager will build on the nursery's existing excellent reputation by fostering continuous professional reflection and development of provision, ensuring every child is supported to become the very best they can be. This role aligns with the school's vision and values by promoting a nurturing, inclusive, and aspirational environment for children and staff alike.

### Key Responsibilities and Duties

#### Nursery Leadership and Management

- Managing the day-to-day running of the nursery, ensuring smooth operations and high-quality provision.
- Build on the nursery's existing excellent reputation through continuous improvement and innovation.
- Lead, motivate, and develop nursery staff, including working with a team of dedicated professionals and a highly skilled EYFS lead, to ensure outstanding care and education.
- Implement and maintain policies and procedures that promote the highest standards of care, health, and safety.

#### Child-Centred Care and Development

- Create and maintain a warm, safe, and stimulating environment that supports children's learning and development.
- Ensure that care practises reflect continuous professional reflection and development to meet children's individual needs.
- Support children as they start their journey in education, fostering their confidence, independence, and curiosity.



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### Staff Development and Teamwork

- Manage nursery staff, including deployment, performance management, and professional development.
- Promote a positive, approachable, and collaborative team culture that reflects the school's values.
- Encourage ongoing professional learning and reflective practice among colleagues.

### Communication and Partnership

- Build strong relationships with parents and carers, keeping them informed and involved in their child's progress and wellbeing.
- Collaborate closely with the wider school leadership and external agencies to ensure holistic support for children.
- Promote the nursery within the local area, raising awareness and increasing engagement with families and the community.
- Contribute to the wider school community, promoting the nursery's role within the school
- Enhance and further develop the local reputation of the nursery so that it becomes the nursery of choice within the local area

### Skills and Competencies

- Strong leadership and organisational skills appropriate for managing a nursery within a primary school context.
- Excellent interpersonal and communication skills, demonstrating warmth, positivity, and approachability.
- Commitment to the highest standards of care and education, with a reflective and developmental mindset.
- Ability to manage and develop staff effectively, fostering teamwork and professional growth
- Knowledge of early years statutory frameworks and safeguarding requirements.



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- Ability to create a nurturing, safe, and stimulating environment that supports all children's development.
- Strong problem-solving skills and the ability to make decisions that balance operational needs with children's best interests.

### Professional Development

- Opportunities to engage in continuous professional development tailored to early years leadership and management.
- Access to training that supports development in safeguarding, early years pedagogy, and leadership skills.
- Encouragement to participate in reflective practice and collaborative learning within the school's professional community.
- Support to develop leadership skills aligned with the school's vision of nurturing every child to reach their full potential.

### Safeguarding

- Ensure safeguarding is the paramount priority within the nursery setting at all times.
- Act as a key point of contact for safeguarding concerns within the nursery, working closely with the designated safeguarding lead (DSL).
- Implement and uphold the school's safeguarding policies and procedures rigorously, including staff training and vigilance.
- Promote a culture of safeguarding awareness among nursery staff, children, and families.
- Ensure all nursery practises comply with statutory guidance, such as Keeping Children Safe in Education, and contribute to the wider child protection work in partnership with external agencies.

This job description reflects the unique context of Webheath Primary Academy as a two-form entry primary school with nursery provision, focusing on nurturing children in a supportive and inclusive environment. The Nursery Manager will play a crucial role in continuing the school's commitment to high-quality early years education and care.



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