



# NURSERY MANAGER JOB DESCRIPTION

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Location:  
Paint Pots Montessori Schools

Responsible to:  
Principal

**This role will transition from a classroom to non-contact role over 3 years as The Grove team and numbers of attending children grow.**

## PROMOTION & COLLABORATION

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- Promote Paint Pots The Grove locally with business and families
- Communicate with professionals to promote the wellbeing and education of the children.
- Build and strengthen relationships with external partners, other childcare providers, schools and organisations to raise the profile of Paint Pots
- Attend Bi-Borough Early Years PVI and leadership meetings and events

## OFSTED

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- Alongside the Principal, be the named person for this setting with Ofsted and the local borough.
- Be the point of contact and coordinate Ofsted inspections
- Ensure that all OFSTED requirements are maintained
- Ensure that the team are up to date on all current legislation and prepared for Ofsted inspection
- Ensure that good quality and up to date records are maintained at all times for both children and staff

[www.paint-pots.co.uk](http://www.paint-pots.co.uk)

020 7223 0123 - [office@paint-pots.co.uk](mailto:office@paint-pots.co.uk)

Studio 57 Battersea Business Centre

99-109 Lavender Hill, London, SW11 5QL



## HR ROLES & RESPONSIBILITIES

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- To ensure that all HR policies and procedures are followed including disciplinary procedures when applicable
- Manage all nursery staff (Room Leaders, Montessori Teachers, Teachers, Teaching Assistants, Teaching Practice Students, Chef, Driver, Cleaner) at The Grove and all aspects of their employment with the company
- Manage recruitment including advertisements, application process, liaising with applicants, arranging and hosting interviews, contract offers
- Manage enrolment of new staff and volunteers including ensuring DBS, qualifications, payroll details and references for new staff are checked and filed
- Manage induction of new staff and volunteers including booking any required training
- Coordinate and lead staff review meetings: end of probationary, annual appraisal, ad-hoc performance
- Manage absences including organising and booking supply staff, enrolment and induction of supply staff, keeping accurate absence records and managing cover staff timesheets
- Manage all staff timesheets and liaise with office regarding payroll
- Rota all staff including holiday calendar, ensuring ratio requirements and additional roles
- Support Room Leaders to monitor staff and assist them to fulfil their duties to the best of their abilities, provide regular supervision and stay appraised of staff performance
- Manage, coordinate and book staff training including CPD and essential training
- Plan and manage staff inset days. Coordinate plans with Vice Principal



## STAFF

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- Oversee, support and inspire your team to deliver the highest standard of Montessori Ethos, Curriculum and implementation of the EYFS
- Oversee and support the mental wellbeing and morale of your team
- Support Room Leaders to coordinate the school planning (individual aims, weekly, term and yearly plan) with all staff members
- Oversee, assign and support all additional roles and responsibilities within your team
- Train your Room Leaders to feel confident and able in the event of short-term absence of the Nursery Manager (e.g. sickness, training, off-site meetings) as they will be responsible for all aspects of the day-to-day running of the School
- Develop and maintain a culture of good communication and relationships
- Develop and maintain a constructive, supportive ongoing rapport with all members of staff within the company
- Attend staff meetings, parent meetings and training as necessary

## ADMIN RESPONSIBILITIES

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- Maintain all records for the school including HR, child, OFSTED, parent
- Coordinate and regularly review the implementation of the Early Years Foundation stage using the Montessori curriculum and ethos to a high standard
- Review Policies and Procedures and adapt as necessary (minimum twice annually)
- Manage nursery registers with support of the office, including enquiries, registrations, waiting list, keeping in touch with potential/future families, offer letter process, enrolment, notices
- Manage nursery fees including My Montessori Child, invoicing parents, chasing unpaid fees and deposits

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- Deal with complaints according to the policy and procedures document
- Be involved in all aspects of the budget, project planning leading to future development of The Grove
- Be responsible for budgeting, spending, petty cash and orders
- To respond to all correspondence via email and post and respond to all telephone enquiries
- Continually evaluate the quality of the nursery aiming for the highest quality of provision for the children and families attending Paint Pots
- Maintain the aesthetic of the brand and environment
- Ensure that and classroom materials are complete and in good condition and that supplies are adequately stocked; art, cleaning etc
- Manage and coordinate building maintenance

## PARENTS

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- Ensure that good communication is maintained with parents and carers so that they are well advised about what is happening at the school including any upcoming changes or events
- Support your Room Leaders in ensuring that good communication is maintained with parents and carers so that they are well advised about and how their children are progressing
- Show the school to potential families, providing high quality understanding of what we do and maintaining contact with families who register
- Promote and inform families about our creative classes and other schools
- Develop and maintain a constructive and ongoing rapport with children and parents



## SAFEGUARDING

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- Read, understand and have thorough knowledge of the Policy and Procedures of the school, found in the Policy Folder and work with Management Team to ensure up to date with current legislation
- Ensure that all staff have read, understand and have a thorough knowledge of the Policy and Procedures of the school, found in the Policy Folder and record their agreement
- Be available for your team to report any safeguarding concerns, support the team and deal with the concern according to the Policies and Procedures
- Work with outside agencies when necessary for safeguarding, SEN or any other issues.
- Ensure high standards of hygiene and safety are maintained at all times for both children and staff
- Ensure that confidentiality is always maintained

## CHILDREN

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- Even when not undertaking the roles and responsibilities of a Teacher, ensure that you have a thorough understanding of the development of every child
- Oversee and support the provision of a high standard of physical, emotional, social, and intellectual education and care for children placed in the nursery school using the Montessori philosophy
- Oversee and support the implementation of the Early Years Foundation stage using the Montessori curriculum to provide an environment in which children gain experience through freedom of choice and exploring a positive learning environment
- Oversee and support your Room Leaders to manage all aspects of the day-to-day running of the nursery
- Ensure that a caring and stimulating environment is provided for the children



- Collaborate with other teachers to ensure that the nursery fosters an environment that is inclusive, inviting and nurturing for every child
- Support the Room Leaders and Group teachers in planning and maintaining well written, coherent and accurate learning objectives and records for their key children. Ensure that they take into account individual developmental needs and are enabling children to reach their full potential
- Oversee and support positive transitions for all the children when they leave including providing any necessary paperwork for the next schools.