

# CANDIDATE BRIEF FOR THE POST OF NURSERY MANAGER



**BROUGHTON MANOR  
PREPARATORY SCHOOL**

**Ready to take the next steps in your leadership journey?**

**We have an exciting opportunity for an inspirational Nursery Manager to lead our staff team to deliver outstanding outcomes for our youngest children (0 - 2 1/2 year olds).**

**We're looking for a dedicated leader who puts children at the heart of everything they do—someone who will support and inspire our team to deliver exceptional care and education. If you're a passionate professional eager to make a real impact, we'd love to hear from you.**

## **About Broughton Manor Nursery:**

**Our nursery is staffed by a team of experienced, qualified, and passionate practitioners who are committed to nurturing every child's development during their early years. We pride ourselves on our strong parent partnerships, built through open daily communication, monthly newsletters, and regular termly consultations.**

**As a reflective and forward-thinking nursery, we value feedback and continuously strive to grow and improve. Join us, and help shape the future of early years education.**



## Key Requirements

### Essential:

- Full and relevant Level 3 Childcare qualification
- Over 3 years experience in Early Years
- Strong knowledge of the statutory framework for the EYFS and regulatory requirements.
- Over 2 years of management experience

### Desirable:

- Level 5 qualification in Childcare and/or Management and Leadership
- Experience of successfully passing an Ofsted inspection at a Good or Outstanding level

## Key Responsibilities

- Manage the overall operations of the nursery, ensuring compliance with EYFS, DFE and Ofsted.
- Supporting the Head of EYFS with nursery management and administration
- To ensure systems are in place for accurate reporting and monitoring.
- To adhere to occupancy and financial budgets and targets.
- To ensure the Nursery and all rooms adhere to staff ratios and staff deployment.
- To take full responsibility for safeguarding and child protection within Nursery.
- To take full responsibility for ensuring that delivery of the EYFS.
- To ensure there is appropriate and timely liaison with outside professionals.
- To work closely with the Nursery SENDCo.
- To complete the weekly rotas and registers for staff and children attendance.
- To develop staff CPD and in house training.
- To ensure the physical health and well-being of children within the Nursery.
- Line managing key nursery staff to ensure the highest standards of care, teaching and learning
- Planning and preparing for nursery open mornings and supporting admissions

**CLOSING DATE: JULY 7,2025**

