

# CANDIDATE BRIEF FOR THE POST OF PRESCHOOL & NURSERY MANAGER



**BROUGHTON MANOR  
PREPARATORY SCHOOL**

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

**We have an exciting opportunity for an inspirational Preschool & Nursery Manager to lead our staff team to deliver outstanding outcomes for our youngest children (0 - 4 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 Preschool & 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:

- To support, lead and direct departmental members of staff as appropriate and necessary
- To manage SEND, pastoral and behavioural concerns as needed
- To uphold excellent standards of professional leadership, teaching, and organisation
- To supervise the work in the Nursery and EYFS departments with nursery managers and deputies.
- To act as EYFS / Nursery DSL
- To act as department SENDCo
- To be aware of all Nursery parent visits and registrations, in collaboration with the Registrar, Bursar and Deputies
- To organise rooms and staffing, adhering to expected child/staff ratios with the managers and deputies
- To supervise the day to day running of the department, including staff cover
- To ensure the department rooms and corridors are clean, and adhere to health and safety expectations at all times
- To use initiative, and promptly respond to any parental or staff concerns or issues
- To uphold confidentiality for parents, children and staff
- Maintain excellent communication with all current, new and prospective parents



## **Main Duties:**

- **To maintain a safe and stimulating environment appropriate for the age of the children whilst adhering to safeguarding children policies and procedures.**
- **Maintaining excellent displays and pristine spaces with an eye for marketing**
- **To teach to excellent standards, leading by example**
- **To supervise and observe the work of the Nursery Assistants and other supporting staff, offering regular quality feedback**
- **To have thorough knowledge of the EYFS Curriculum and Early Learning Goals**
- **To supervise/support EyLog observations and reports to parents**
- **To encourage each child to reach their individual potential**
- **To keep clear and precise observations and be responsible for record-keeping and planning**
- **To support colleagues with meticulous planning and EyLog observations**
- **To ensure all staff are vigilant in awareness of individual children's food restrictions and allergies**
- **To assure all children are accounted for at all times**
- **To develop effective professional relationships with children, parents, colleagues and other managers**
- **To be sympathetic to the customs, values and beliefs of the child's family or carers**
- **Regularly check play equipment for damage or wear, ensuring maintenance tasks are fulfilled**

**Closing Date: March 13,2026**



