

The Nest - Daycare at Portway

Job Title: Daycare Manager

Reports to: Executive Headteacher

Location: The Nest, based at Portway Primary School

Contract Type: Full-Time, Permanent

Salary: £46,930.00

Hours: 47.5 Working Hours

thenest.nclservices.net

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c/o Portway Primary School, Stratford Road, London E13 0JW

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Job Purpose:

To lead and manage the day-to-day operations of the nursery, ensuring high-quality care and education for all children, full compliance with regulatory standards, and a safe, nurturing environment. The Nursery Manager will act as the Designated Safeguarding Lead and will be responsible for embedding safeguarding, compliance, staff wellbeing, and effective communication across the setting.

Key Responsibilities:

1. Designated Safeguarding Lead (DSL)

- Act as the Designated Safeguarding Lead, ensuring robust safeguarding procedures are in place and followed.
- Ensure all staff understand and adhere to safeguarding policies, including reporting concerns promptly and correctly.
- Liaise with external agencies and maintain an appropriate level of confidentiality.
- Keep staff up to date with guidance and training regarding safeguarding, including the Prevent duty.
- Act as the first point of contact for staff to raise safeguarding and child protection concerns.
- Respond appropriately to disclosures or concerns relating to the wellbeing of a child.
- Work closely with staff on safeguarding and child protection matters, ensuring that staff understand when it is necessary to make a referral. Receive regular safeguarding and child protection updates, ensuring the nursery complies with all relevant legislation

2. Safeguarding and Compliance

- Ensure full compliance with the EYFS Statutory Framework, Ofsted regulations, health & safety legislation, and GDPR.
- Maintain accurate records and documentation in line with legal and inspection requirements.
- Oversee risk assessments and ensure a safe learning environment is maintained at all times.

3. Induction

- Develop and implement a thorough induction process for all new staff, ensuring understanding of policies, routines, and values.

- Monitor and support new staff during their probationary period to ensure successful integration.

4. Parent and Community Engagement

- Build strong, trusting relationships with parents and carers, keeping them informed and involved in their child's learning and development.
- Organise parent workshops, community events, and regular communication channels (e.g. newsletters, parent apps).
- Represent the nursery in the wider community and build partnerships with local organisations.

5. Staff Wellbeing

- Promote and embed a positive workplace culture that prioritises staff wellbeing and professional respect.
- Monitor workloads, provide regular supervision, and support staff with ongoing wellbeing strategies.
- Recognise achievements and ensure an open-door leadership style.
- Encourage staff members to challenge behaviour which breaches the Code of Conduct.

6. Staff Operations

- Lead on staff deployment, rota management, and ensuring correct staffing ratios at all times.
- Manage and support staff with performance reviews, appraisals, and development targets.
- Identify training needs and lead on staff CPD to support quality teaching and care.

7. Attendance

- Monitor and track both staff and child attendance, responding to any emerging issues with appropriate intervention.
- Liaise with families regarding concerns over child attendance and punctuality.

8. Family and Pupil Voice

- Regularly gather and act on feedback from children and families to inform planning and provision.
- Implement child-centred practice and ensure pupil voice contributes to shaping the learning environment and enrichment activities.

9. Enrichment

- Plan and oversee a programme of enriching learning experiences, including themed days, outings, and visitors.
- Ensure cultural capital and SMSC (spiritual, moral, social, and cultural development) are embedded in the curriculum.
- To take responsibility for daily health and safety checks and regular risk assessments, including toy and equipment maintenance, outside areas and outings

10. Visitors and Events

- Plan and oversee a programme of enriching learning experiences, including themed days, outings, and visitors.
- Ensure cultural capital and SMSC (spiritual, moral, social, and cultural development) are embedded in the curriculum.
- To take responsibility for daily health and safety checks and regular risk assessments, including toy and equipment maintenance, outside areas and outings

11. Learning Environment

- Oversee the organisation, cleanliness, and safety of the indoor and outdoor environments to promote curiosity and high-quality learning.
- Ensure resources are well maintained and reflective of all children's interests, cultures, and needs.

12. Communication

- Ensure clear and effective communication within the staff team and with families.
- Use digital platforms effectively for updates, documentation, and marketing.
- Represent the nursery in internal meetings and external inspections.

Person Specification

Qualifications

Criteria	Essential	Desirable
Level 3 qualification in Early Years Leadership or working towards	✓	
Designated Safeguarding Lead (DSL) trained and up-to-date	✓	
Paediatric First Aid Certificate (current or willingness to complete)	✓	
Degree in Early Childhood Studies or similar with QTS		✓

Experience

Criteria	Essential	Desirable
At least 2 years' experience in a leadership or management role in an Early Years setting	✓	
Proven experience of leading and motivating staff teams	✓	
Experience of working in a commercial nursery setting		✓
Experience working with external agencies (e.g.,	✓	

Early Help, SEN services, Ofsted)		
Experience in dealing with parents and managing relationships	✓	
Experience in planning and delivering staff inductions and training	✓	

Knowledge and Understanding

Criteria	Essential	Desirable
Excellent understanding of the EYFS, Ofsted requirements, and safeguarding legislation	✓	
Strong knowledge of effective child development practices and inclusive provision	✓	
Understanding of GDPR, health and safety, and compliance in an Early Years setting	✓	
Knowledge of working with children with SEND and appropriate strategies	✓	
Awareness of commercial priorities such as occupancy, retention, and marketing		✓

Skills and Abilities

Criteria	Essential	Desirable
Strong organisational and time-management skills	✓	
Ability to lead by example and inspire high standards	✓	
Excellent verbal and written communication	✓	
Competent IT skills including use of nursery management software	✓	
Ability to build strong, trusting relationships with children, staff, and families	✓	
Skilled in conflict resolution, supervision, and performance management	✓	

Personal Attributes

Criteria	Essential	Desirable
Warm, nurturing, and approachable	✓	
Reflective, solution-focused, and resilient	✓	
Professional, confidential, and trustworthy	✓	

Commitment to continuous improvement and professional development	✓	
Passionate about early childhood education and safeguarding	✓	

