



WEARDALE AM/PM SCAMPS Ltd

Stanhope Barrington School, Westcroft, Stanhope,
DL13 2NU

SCAMPS MANAGER JOB DESCRIPTION

Initially Temporary subject to 3 month probation and funding agreements

Job Title: Scamps Nursery Manager

Responsible to: Board of Directors

Job Purpose:

- To be a leading practitioner, modelling effective methodology and practice to inspire team members.
- To lead, manage and evaluate the delivery of high-quality childcare in the nursery setting.
- To play a key role in leading nursery improvement.
- To enable all individuals to achieve their full potential within a happy and caring nursery environment.
- To work with zest, drive and determination to secure the long-term success of the nursery.
- To have due regard for safeguarding and promoting the welfare of children and to follow the child protection procedures adopted by the nursery.
- To work closely with the EYFS Team Leader within school to ensure a smooth and effective transition between settings.

Leadership Responsibilities:

- To develop the nursery provision, with creativity and high standards at its heart.
- To be visionary and creative in the implementation of high standards and active learning across the new Early Years Framework.
- To ensure high quality and effective assessment of children across nursery.
- To develop and creatively expand the indoor and outdoor Learning Environment to ensure opportunities for imaginary play and learning.
- To ensure continuity and progression from Scamps Nursery into school nursery.
- To deliver staff appraisal and supervision to the staff team.
- To initiate, embrace and manage change positively in line with advice from the Local Authority and other specialists.
- To ensure all nursery staff have a clear understanding of the new EYFS Framework.
- To be a key contributor to Directors' meetings, giving feedback on progress and development of the nursery.

- To build a collaborative nursery team, reacting to staff needs through mentoring, supervision, and CPD.
- To extend parental and community links, also promoting the nursery in Wear-dale.
- To be reflective leader, displaying professionalism and commitment to all areas of nursery life.

Standard Main Responsibilities:

- To be an exemplary practitioner, responsible for nursery management and organisation, planning, recording, reporting and the delivery of the EYFS Framework.
- To encourage children to become active participants and independent learners.
- To be enthusiastic about initiating and trialling new ideas for future sustainability.
- To provide a stimulating, secure and safe learning environment, both inside and out for the children, where children's work is well-displayed and a wide range of engaging learning opportunities are available.
- To be responsible for discipline in the nursery at an operational level referring to Directors when deemed necessary.
- To be responsible for day to day staffing and effective use of staffing rotas.
- To be prepared to undertake further professional development, be reflective in their practice and participate in CPD opportunities.
- To be committed to personal staff development and training.
- To promote and safeguard the welfare of children, carrying out and acting upon risk assessments as necessary.
- To carry out formal risk assessments for activities and educational visits.
- To be responsible for Health and Safety policies and procedures within the nursery.
- To liaise with other professionals as required such as Health Visitors and First Contact.
- Other duties as may reasonably be required.

Resources:

- Operate relevant equipment/ICT packages and to maintain the nursery website, Facebook page and Tapestry.
- Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for children.
- Ensure effective communication with all colleagues.
- To maintain financial records and manage budget effectively in conjunction with Directors.
- Ensure all legally required policies and procedures are regularly reviewed and updated as necessary.
- To act as the Data Protection Officer and ensure all GDPR requirements are met including the maintenance of the Single Central Record.

May 2021