

Role Profile: Nursery Manager**Location: Akeley Wood Junior
School****Reporting to: Head of Early Years****Contract: Permanent, 52 Weeks Per Year****About the School - Akeley Wood Junior School**

Akeley Wood Junior School is a warm, vibrant and caring community set within stunning rural surroundings near Buckingham. Our Nursery provides a joyful, stimulating and secure space where children aged 12 months to 4 years can explore, play and learn with confidence.

We are seeking an enthusiastic, caring and dedicated Nursery Manager to join our Early Years team.

Role Purpose

This is an exciting opportunity for a passionate individual to inspire our children. The Nursery Manager is responsible for the overall leadership, management, and day-to-day running of the school's nursery provision. The role ensures a safe, stimulating, and nurturing environment where children aged 2-4 years can learn and develop in line with the Early Years Foundation Stage (EYFS) framework, while supporting the school's ethos and values.

What you will be doing**Leadership and Management**

- Lead and manage the nursery team, fostering a positive, collaborative, and professional working environment
- Act as Designated Safeguarding Lead (or deputy) within the nursery provision
- Ensure compliance with EYFS statutory requirements, ISI standards, and school policies
- Contribute to whole-school initiatives and maintain strong links with Reception and wider prep school staff
- Oversee staff performance, including appraisals, mentoring, and professional development

Quality of Education and Child Development

- Ensure delivery of a high-quality, play-based curriculum in line with EYFS principles
- Monitor planning, assessment, and tracking of children's progress
- Promote inclusive practice and support children with additional needs
- Maintain a rich learning environment that encourages curiosity, independence, and creativity
- Support smooth transitions into Reception

Operational Responsibilities

- Manage daily nursery operations, including staffing ratios, rotas, and deployment
- Maintain accurate records (attendance, safeguarding, accidents, development tracking)
- Ensure high standards of health, safety, and hygiene at all times
- Oversee resources, equipment, and budget within the nursery setting

Parent and Community Engagement

- Build strong, professional relationships with parents and carers
- Provide regular communication on children's progress and wellbeing
- Lead parent meetings, reports, and nursery events
- Promote the nursery within the school community and support recruitment/retention of pupils

Safeguarding and Compliance

- Ensure safeguarding is embedded in all nursery practice
- Maintain up-to-date knowledge of safeguarding legislation and procedures
- Ensure all staff are trained and compliant with policies and statutory requirements
- Liaise with external agencies where appropriate

Additional Responsibilities

- Participate in the wider life of the prep school, including events and marketing initiatives
- Contribute to inspections (ISI)
- Uphold and promote the values and ethos of the school at all times

What you'll bring*Qualifications*

- Level 3 Early Years qualification (minimum) - Level 5/6 desirable
- Paediatric First Aid (or willingness to obtain)
- Safeguarding training (DSL training desirable)
- DSL Qualification (Desirable)

Experience

- Significant experience in an early years setting
- Proven leadership or supervisory experience
- Strong understanding of EYFS framework and Ofsted expectations
- Experience within an independent or school-based nursery (desirable)

Skills and Competencies

- Strong leadership and team management skills
- Excellent organisational and communication abilities
- High levels of emotional intelligence and professionalism
- Ability to inspire staff and nurture young children
- Confident in working with parents and external professionals

Personal Attributes

- Warm, approachable, and nurturing
- Highly organised and proactive
- Committed to safeguarding and child welfare
- Enthusiastic about early years education within a prep school setting
- Flexible and adaptable within a school environment

Working Pattern

- Term-time (36 weeks) plus 6 weeks holiday club
- Working hours aligned with nursery provision (e.g. 8:00am - 6pm on a rota Monday to Friday)
- Attendance at staff meetings, INSET days, and key school events required

Key Stakeholders you'll be working with

- Internal: Pupils and all school staff.
- Blenheim Schools: Colleagues across Blenheim schools.
- External: Key external relationships and parents.

Governance:

- Blenheim Schools is the proprietor of Akeley Wood School. As such, Blenheim Schools has the legal responsibility and accountability for ensuring that the school is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.
- Blenheim Schools do not have governing bodies. However, they all have strong and established governance arrangements and Heads are line managed by a Chair of Governors.
- Support in leading a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.
- Safeguarding and Health & Safety governance visits are held at each school to evaluate their quality for protection for our children. During these visits, the reviewer will speak with the Head, Designated Safeguarding Lead, Educational Visits Coordinator and other staff, as well as always talking to groups of children.

• To be signed and dated by employee:

- Signed:
- Name (print):
- Date: