



Job Description Form
Nursery Manager

Here are the main duties expected of the Nursery Manager. Please note that this description is a basic outline and that additional requests may be made from time to time.

- To know and understand all Nursery Policies and to ensure that these Policies are implemented at all times
- To know and understand all Nursery Prices
- To know and understand the EYFS
- To be punctual and willing to do overtime when required
- To be well-presented at all times
- To work as part of a team
- To use initiative
- To support the owner of the Nursery and to work in the best interests of the Nursery at all times
- To assist with the recruitment of new staff as directed by the owner of the Nursery
- To supervise staff and students and to assist with staff appraisals
- To recognize staff training needs and to look for courses that fulfill those needs. Managers should also keep records of courses booked or attended for each individual member of staff
- To organise, attend and minute regular staff meetings
- To be prepared to work with the nursery nurses to cover staff leave/absences, where necessary
- To supervise the planning in all of the rooms
- To supervise the completion of development records
- To ensure that risk assessments are carried out daily
- To ensure that the staff are keeping the nursery clean and tidy
- To liaise with the owner of the Nursery to formulate working staff rotas, ensuring that staff ratios are adhered to at all times
- To assist with the preparation of regular parent newsletters
- To organise a parents' evening at least once a year



- To keep and monitor accident, incident and risk assessment records
- To supervise the administration of all medication
- To provide the owner of the Nursery with regular reports on the Nursery and its staff
- To assist the owner of the Nursery with marketing exercises
- To keep attendance records for all of the children up-to-date
- To show potential customers around the Nursery and to be able to discuss the Nursery policies with them, where necessary
- To assist with the general administration of the Nursery, as directed by the owner
- To ensure that the Nursery Inspection Checklist is always adhered to



Job Description Form
Deputy Manager

Here are the main duties expected of the Deputy Manager. Please note that this description is a basic outline and that additional requests may be made from time to time.

- To know and understand all Nursery Policies
- To know and understand all Nursery Prices
- To know and understand the EYFS
- To be punctual and willing to do overtime when required
- To be well-presented at all times
- To work as part of a team
- To use initiative
- To devise a settling-in format for all new parents/children
- To liaise closely with the Manager in implementing all Nursery Policies
- To devise a room timetable, after discussion with the Manager, implementing all key areas of the EYFS
- To liaise closely with parents and to update them daily on their child's progress
- To organise regular updating of daily diaries by all staff members
- To organise staff into routines of nappy changing
- To introduce all new staff members into the room's routine and procedures
- To ensure that ratios are adhered to at all times
- To ensure that the room(s) are clean and tidy at all times
- To keep regular development records on each child as per the Manager's format
- To support the Manager in his/her daily role
- To deputise for the Nursery Manager and to step into the Manager's role in his/her absence



Job Description Form
Senior Nursery Nurse

Here are the main duties expected of the Senior Nursery Nurse. Please note that this description is a basic outline and that additional requests may be made from time to time.

- To know and understand all Nursery Policies
- To know and understand all Nursery Prices
- To know and understand the EYFS
- To be punctual and willing to do overtime when required
- To be well-presented at all times
- To work as part of a team
- To use initiative
- To devise a settling-in format for all new parents/children
- To liaise closely with the manager in implementing all Nursery Policies
- To devise a room timetable after discussion with the Manager implementing all key areas of the EYFS
- To liaise closely with parents and to update them daily on their child's progress
- To organise regular updating of daily diaries by all staff members
- To organise staff into routines of nappy changing
- To introduce all new staff members into the room's routine and procedures
- To ensure that ratios are adhered to at all times
- To ensure the room(s) are clean and tidy at all times
- To keep regular development records on each child as per the manager's format
- To support the manager in her daily role



Job Description Form
Nursery Nurse

Here are the main duties expected of the Nursery Nurse. Please note that this description is a basic outline of the expected duties and that additional requests may be made from time to time.

- To know and understand all Nursery Policies
- To know and understand all Nursery Prices
- To know and understand the EYFS
- To be well-presented at all times
- To be punctual and reliable
- To work as part of a team
- To liaise closely with the manager in implementing all Nursery Policies
- To understand and implement room timetables
- To liaise closely with parents and to update them daily on their child's progress
- To participate in regular updating of daily diaries by all staff members
- To participate in routines of nappy changing and diary writing
- To ensure that sheets are regularly laundered
- To ensure that ratios are adhered to at all times
- To ensure the room(s) are clean and tidy at all times



Job Description Form
Nursery Assistant

Here are the main duties expected of the Nursery Assistant. Please note that this description is a basic outline and that additional requests may be made from time to time.

- To know and understand all Nursery Policies
- To know and understand all Nursery Prices
- To meet & greet parents and children in a positive and friendly manner
- To assist the nursery nurses in implementing all Nursery Policies
- To work as part of a team
- To be well-presented at all times
- To be punctual and reliable
- To regularly update the children's diaries
- To assist with the nappy changing routines
- To understand and assist in implementing room timetables
- To be aware of new starters and any allergies etc they may have
- To assist with the laundry
- To ensure that the ratios are adhered to at all times
- To assist with the wall displays
- To ensure the room(s) are clean and tidy at all times
- To ensure the room(s) are clean and tidy at all times