

# Nursery Manager

## Job Description & Person Specification



### **STC Sheffield Profile:**

STC Sheffield is a large, vibrant, charismatic, evangelical Anglican and Baptist Church, situated in the west of Sheffield. Our heart as a church is to love, serve and bless the entire city of Sheffield, in whichever ways we can, and we want to plant expressions of church across Sheffield partnering with the Diocese of Sheffield and the Yorkshire Baptist Association.

### **Overview of the role:**

Serving the community of Crookes for more than 30 years, St Thomas' Nursery has been graded *Outstanding* by Ofsted for more than a decade. Characterised by outstanding relationships between staff, children and parents, Nursery provides a safe, caring and stimulating learning environment for children aged 2-5 years.

The Nursery Manager holds the strategic leadership of Nursery, shaping and implementing Nursery's contribution to STC's vision to be *For the City*. They will lead the Nursery Team, steering all elements of childcare and education, and will have oversight of Nursery's compliance and operational needs including acting as the Designated Safeguarding Lead for the setting.

Built on and sustained by our passion for Jesus, the Nursery Manager will lead an impactful, faith-filled ministry that is a blessing and service to the community of Crookes.

## **Role Description**

**Reports to:** Director of Operations and STC Council of Trustees

**Relates to:** Nursery Team; nursery children, families and carers; wider STC ministry team; Local Education Authority; Ofsted.

### **Objectives & Responsibilities:**

#### **1. Strategic leadership of St Thomas' Nursery and the Nursery Team:**

- 1.1. Shape and execute Nursery's strategic vision, balancing the needs for: delivering an impactful church ministry; providing high quality childcare and education; a sound financial model; and meeting all statutory obligations.
- 1.2. Embody the values, attitudes and behaviours that reflect the Christian ethos of Nursery, building excellent working relationships at every level.
- 1.3. Lead a ministry that is reflective of and responsive to the needs of its user base. Through ongoing consultation and research, ensure that the Nursery community's current and future needs are met.
- 1.4. Lead the Nursery team — staff, students and volunteers — having oversight of: line management, safeguarding supervisions and appraisal; training and professional development; recruitment processes; team culture, wellbeing and pastoral care.
- 1.5. Hold primary responsibility for managing Nursery's finances, balancing: income generation; expenditure (both routine costs and forward-looking investments); and fundraising.
- 1.6. Coordinate marketing, promotion and networking activities that build Nursery's public profile and connections in the community, integrating plans with STC's Creative Team.
- 1.7. Prepare and present reports to the Council of Trustees as required.

#### **2. Oversight of childcare and education:**

- 2.1. Supervise the daily management of the Nursery, primarily through line management of the Senior Early Years Teacher, ensuring that high standards are developed and maintained throughout.
- 2.2. Support the Senior Early Years Teacher and the rest of the Nursery Team in monitoring and evaluating the effectiveness of the Nursery curriculum and provision.
- 2.3. Support staff in the development and maintenance of appropriate planning, observation and assessment procedures to ensure a consistent standard of education.
- 2.4. Support the Senior Early Years Teacher in developing recording systems for individual children which can be shared with parents, carers, and other

professionals and agencies enabling improvements to be made to working methods and provision of care.

- 2.5. Promote the inclusion and acceptance of children with special educational needs and disabilities, supporting the SENDCO in ensuring that Nursery meets any requirements in a child's support plan or EHCP.
- 2.6. Encourage parents and carers to engage with their child's learning and development, for example, through Parents Evenings, Hands on Learning sessions, special events and celebrations.

### **3. Oversight of Nursery's compliance:**

- 3.1. Keep up to date with relevant legislation, guidelines and policies, ensuring that national standards and Ofsted requirements are met or exceeded.
- 3.2. Carry out all elements of the role of Designated Safeguarding Lead, safeguarding and promoting the welfare and safety of children in the setting with paramount importance.
- 3.3. Ensure that child protection concerns are acted upon immediately and ensure that all staff understand and work to Nursery policies and procedures.
- 3.4. Supported by other STC team members, and as directed and supported by STC's Campus Team, hold responsibility for all Nursery Health & Safety matters ensuring the safety and wellbeing of all Nursery users.
- 3.5. Ensure that staff Safeguarding, First Aid, Health & Safety, Food Hygiene and other training as may be required is completed to the appropriate standards and kept up to date.
- 3.6. Update and implement all relevant and necessary risk assessments, ensuring that they are understood and followed by all relevant parties.
- 3.7. Be the first point of contact for any concerns, complaints, grievance or disciplinary matters for both parents/carers and staff. Responding to any such reports appropriately, sharing information with Ofsted and other external agencies as required.

### **4. Coordination of operational needs:**

- 4.1. Work closely with STC's Finance Team in support of Nursery's financial management and administration, including: budget management; income generation and fundraising; staff hours and pay; handling petty cash; payment of invoices etc.
- 4.2. Ensure that FEL/EFE/DAF grants are claimed correctly, in line with Sheffield Council Code of Practice, and ensuring that appropriate supporting parental information and documentation is held by Nursery.
- 4.3. Coordinate the timely and accurate invoicing of and payment from fee-paying parents/carers.

- 4.4. Manage Nursery's admission systems, overseeing: marketing and promotion; acting on enquiries; managing waiting lists and optimising child numbers; hosting tours and visits; arranging start dates and settling in visits etc.
- 4.5. Supervision of Nursery's administrative systems and processes (line managing the Nursery Administrator and working closely with STC's Admin Team), including the management of resources, equipment and consumables and the appropriate, safe storage of confidential information.
- 4.6. Working closely with the Director of Operations, contribute to the management of all HR matters relating to the Nursery Team.
- 4.7. Other tasks and duties as they may arise, including occasional duties outside of normal working hours (e.g. parents' evenings or whole-Team events).

**5. To be an active member of STC and contribute to wider church life:**

- 5.1. To be an active member of the STC (or other) church community, including attending a Sunday gathering and a midweek community within the church each week.
- 5.2. Maintain and develop the Christian ethos of the Nursery, actively facilitating the integration of Nursery's ministry with STC's other ministry areas and exploring and developing avenues for the Nursery community to connect with the life of the church.
- 5.3. Facilitate a spiritually rich educational experience for the Nursery community, for instance, through joining with the rhythms of the church calendar (e.g. Harvest, Christmas, Easter) and incorporating prayer and Biblical content into Nursery events and celebrations.
- 5.4. Provide spiritual support and leadership to the Nursery Team, including leading prayer times and connecting the team with the life of the church.
- 5.5. To attend staff meetings on workdays.
- 5.6. To attend and engage with regular supervision with the line-manager.
- 5.7. To contribute to and lead within STC's rhythms of prayer.
- 5.8. Be an active part of the STC Team serving at whole church and other events as directed.
- 5.9. To uphold the vision and values of STC Sheffield (these can be found at [www.stcsheffield.org/jobs](http://www.stcsheffield.org/jobs)) and act in the best interest of STC Sheffield. STC Sheffield supports and promotes the aims, doctrines and disciplines of the Church of England.

## Person Specification

	Essential Requirements	Desirable Requirements
<b>Qualifications</b>		
Full, relevant and recognised Level 3 qualification, or equivalent education-based qualification.	X	
GCSE English and Maths Grade C or above (or equivalent by experience).	X	
Evidence of ongoing personal and professional development training.	X	
Universal safeguarding training (ideally updated within the last 3 years).	X	
DSL initial training certificate (or willingness to complete this as soon as possible).	X	
Recent Paediatric First Aid certificate.		X
Basic Food Hygiene certificate.		X
<b>Experience</b>		
At least 2 years working in an early years setting (or equivalent, relevant setting) managing, supervising, assessing and developing staff in an educational setting.	X	
Experience of leading/developing a Christian ministry with children, parents, carers, staff or volunteers.	X	
Experience of working in partnership with parents, carers, volunteers, other professionals and outside agencies.	X	
<b>Knowledge and Skills</b>		
Excellent management skills – proven ability to lead, inspire, guide and motivate others.	X	
Demonstrable competence in budget planning and management.	X	
Able to work independently, with good time management and organisational skills.	X	
Ability to communicate confidently with a wide range of adults and children, including a willingness to present to larger groups.	X	
Ability to work as part of the wider church staff team.	X	
Working knowledge and implementation of legislation relevant to Early Years (e.g. SEND; Prevent Duty 2017; Safeguarding & Child Protection 2018; Childcare Act 2006; etc.).		X
Knowledge of Child Development and children's needs.	X	

Working knowledge of relevant legislation, best practice and Ofsted inspection process and frameworks.	X	
Knowledge and understanding of the EYFS curriculum and its implementation.		X
Competence in record keeping, maintaining confidentiality and handling sensitive information.	X	
Excellent written communication skills.	X	
Experience in writing and implementing policy and procedure documents.		X
Good standard of computer literacy, including a willingness to learn the use of essential platforms/portals.	X	
<b>Personal Attributes</b>		
A follower of Jesus with a passionate, mature and growing Christian faith, able to present a strong role model in everyday life.	X	
Willingness to reflect, learn and develop skills, demonstrating accountability and the ability to take responsibility.	X	
Willing to be disciplined in your personal and professional development.	X	
Honours, lives and encourages the vision and values of STC Sheffield.	X	
Ability to work in accordance with STC's policies and procedures.	X	
Good team player, able to work collaboratively with other staff members and volunteers.	X	
Demonstrable commitment to your own continuing professional development, building relevant knowledge and skills.	X	
Self-motivated, with initiative to innovate and find solutions.	X	
Willingness to participate in classroom Nursery activities and sessions when required.	X	
Flexibility and willingness to take on other responsibilities or duties as required.	X	

Please note that this job description does not form part of the Contract of Employment. Duties will be amended and updated following agreement between the line manager and the post holder at regular reviews.

## **Terms & Conditions:**

<b>Salary:</b>	£9,325 (Grade 8, £26,939 full-time equivalent).
<b>Hours:</b>	16 hours per week (working patterns to be agreed; alternative hours considered).
<b>Contract:</b>	Employment on a term-time contract for 45 weeks per year (39 weeks term-time, plus 6 weeks annual leave) paid equally over 12 months.
<b>Location:</b>	STC Sheffield.
<b>Probation:</b>	To be reviewed after 6 months.
<b>Pension:</b>	CEPB (Church Workers Pension Scheme).
<b>Annual Leave:</b>	As the contract is term time only, your holidays will coincide with Sheffield school holiday dates and Bank Holidays unless otherwise negotiated.

This role requires a Genuine Occupational Requirement (GOR) for the candidate to be a Christian because it is an active role within a Christian Church. This role is exempt under the Equality Act 2010, part 1 of Schedule 9.

STC Sheffield is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.

STC Sheffield is an Equal Opportunities employer. STC is committed to creating and sustaining a diverse and inclusive workforce which represents our context and wider community. We are aware that those of Global Majority Heritage/United Kingdom Minority Ethnic (GMH/UKME), women, and disabled people are currently under-represented among our clergy and workforce, and we particularly encourage applications from those with the relevant skills and experience that will increase this representation.

Offers are made subject to evidence of your eligibility to work in the UK. All appointments are subject to acceptable pre-appointment checks, including references and a satisfactory Enhanced DBS check where required.

If an offer is made and accepted, you will then receive a Contract and Staff Handbook, which will provide information on our policies and procedures.

## **Application Process**

For further information, contact Joe Ovenden (Director of Operations; [joe.ovenden@stcsheffield.org](mailto:joe.ovenden@stcsheffield.org); 0114 267 1090) or visit: [www.stcsheffield.org/jobs](http://www.stcsheffield.org/jobs)

To apply, email your completed STC standard application form to:

[joe.ovenden@stcsheffield.org](mailto:joe.ovenden@stcsheffield.org)

You may include a covering letter to support your application, but there is no need to submit a CV.

**Deadline for applications and interview date:**

The deadline for receipt of applications is Sunday 25 February 2024, with interviews planned for the week commencing Monday 4 March 2024.