

Job Title: Nursery Manager

Location: Sefton, Merseyside

Salary: £37,000 - £40,000 per annum (depending on experience)

Position: 38.75 hours per week, all year round

Contract: Permanent, Full-time

An Opportunity to Make a Difference!

We believe great nurseries are built by great people!

We're looking for a Nursery Manager who leads with kindness, integrity and high expectations; someone who cares as much about developing staff and supporting families as they do about providing outstanding experiences for children.

This is an opportunity to lead an established 39-place nursery with a strong team and supportive families. As Nursery Manager, you will be responsible for the quality, safeguarding, staffing, occupancy and day-to-day operation of the nursery, ensuring children receive the very best care and education whilst supporting colleagues to thrive in their roles.

Your Role

As Nursery Manager, you will be responsible for the overall leadership and day-to-day operation of the nursery.

You will ensure children receive exceptional care and education, staff are supported to perform at their best, and families experience a welcoming and high-quality service.

You will be accountable for quality, safeguarding, staffing, occupancy, financial performance and compliance with all statutory requirements

What we Offer

In addition to a competitive salary, we are committed to investing in our leaders and currently offer or are developing:

- Annual performance-related bonus scheme
- Flexible working arrangements where operationally possible
- Dedicated leadership and development opportunities
- Supportive senior leadership team

- Protected administration and planning time
- Childcare discount / free childcare place options (subject to eligibility and availability)
- Company pension scheme
- Life assurance scheme.
- Enhanced training and professional development opportunities
- Planned wellbeing enhancements, including a healthcare cash plan

Key Responsibilities

Leadership & Management

- Lead, motivate and develop a team of approximately 16-20 staff.
- Create a positive, supportive and high-performing culture.
- Lead by example and promote excellent practice throughout the nursery.
- Maintain positive relationships with children, families, staff and external professionals.
- Work closely with senior leaders to support continuous improvement.

Quality & Curriculum

- Ensure delivery of high-quality early years education in line with the EYFS.
- Monitor children's progress and outcomes.
- Support staff to deliver engaging and inspiring learning experiences.
- Drive continuous improvement across the nursery.
- Lead preparation for and management of Ofsted inspections.

Safeguarding & Compliance

- Act as Designated Safeguarding Lead.
- Ensure safeguarding remains everyone's responsibility and that concerns are managed appropriately.
- Maintain compliance with EYFS, Ofsted and all relevant legislation.
- Oversee health and safety standards throughout the nursery.
- Ensure staff training, DBS records and compliance requirements remain up to date.

Staff Development

- Recruit, induct and retain high-quality staff.
- Conduct supervisions, appraisals and performance reviews.
- Support wellbeing and staff engagement.
- Identify training needs and create development opportunities.

- Manage staffing levels and deployment effectively.

Occupancy & Parent Partnerships

- Lead nursery tours and build strong relationships with prospective families.
- Support occupancy growth and retention of existing families.
- Promote the nursery positively within the local community.
- Ensure excellent communication and customer service standards.

Financial & Operational Management

- Monitor staffing costs and nursery expenditure.
- Manage budgets and resources effectively.
- Ensure efficient deployment of staff.
- Support delivery of nursery occupancy and financial targets.
- Oversee the smooth day-to-day operation of the nursery.

About You

You will be a confident and experienced leader who can balance quality childcare with effective people and operational management.

Essential

- Level 3 qualification in Early Years or Childcare.
- Have already achieved a suitable Level 2 (or equivalent) Maths qualification or do so within 2 years of starting.
- Previous nursery management or deputy management/room leader experience.
- Two years post-qualified experience working in early years
- Strong understanding of the EYFS.
- Excellent safeguarding knowledge.
- Experience leading and developing teams.
- Strong communication and organisational skills.
- Ability to manage multiple priorities effectively.
- Good IT skills.
- Commitment to delivering outstanding childcare.

Desirable

- Level 5 qualification in Early Years, Leadership or Management.
- Experience as a Designated Safeguarding Lead.
- SEND or SENCO experience.
- Experience preparing for Ofsted inspections.
- Experience of nursery occupancy management and business development.

- Experience using nursery management software such as Famly.

The duties and responsibilities in this job description are not exhaustive or restrictive, changes and other duties relevant to this post may be added. This job description may be reviewed in the future.

Other Information

- Physical Demands The work requires normal physical effort. It may occasionally involve lifting and handling of play equipment and other resources and to be involved in practical activities and the physical care of young children.
- Working Conditions Sessions are mainly nursery based, but staff will also be expected to attend other venues to support services or attend training.
- General The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

Criminal Records Bureau and Other Checks

- A full enhanced DBS disclosure will be undertaken, and any adverse findings could result in any offer of employment being withdrawn.
- Previous employer references will be requested
- Qualification checks will be undertaken
- Eligibility to work in the UK
- Other checks may be undertaken

Other Details

- Wage: £37,000 - £40,000 per annum, dependent on qualifications and experience)
- 38.75 hours per week, all year round
- Annual leave: 25 days plus bank holidays. Some days will be required to be taken between the Christmas and New Year period.
- Place of work: footprints@hattonhill nursery.
- The post is subject to all checks highlighted above
- The post is subject to a 12-week probationary period
- Application forms can be found here
<https://firststepsenterprise.co.uk/vacancies/application-form/>