

## Nursery Manager - Job Role

**Name of Employer:** The Woodland Nursery  
**Job Title:** Forest School Nursery Manager  
**Closing Date:** 27/05/2022  
**Salary:** £22,000 - £25,000 pa depending on experience  
**Location:** 62 Kidbrooke Park Road, London SE3 0DU

### How to Apply

Please email your CV and cover letter to: [thewoodlandnursery@gmail.com](mailto:thewoodlandnursery@gmail.com)

### Job Description

- Create a safe and stimulating environment to promote learning
- Record children's development and update parents/carers on children's progress (daily diaries, end of term reports)
- Working with colleagues to meet children's needs, mentoring and managing staff
- Checking equipment is in good condition
- Plan, prepare and deliver purposeful and productive Forest School activities for the children
- Select and use a range of different resources and teaching styles, appropriate to the Forest School experience
- Ensure that you are familiar with The Woodland Nursery's health and safety guidance and be mindful of their own and other staff members health and safety and that of the children
- Promote positive Management of Behaviour in the Nursery environment, establish routines and boundaries to ensure the safety and good behaviour of the children
- Ensure that children are supervised at all times and that all staff ratios are adhered to, arranging staff cover where necessary in the event of staff absences
- Be a positive role model to all staff and conduct yourself in an appropriate professional manner at all times
- Document appropriate communications to staff (by email)
- Make yourself familiar with the contents of the Nursery Handbook and The Woodland Nursery's policies and endeavour to follow these closely bringing attention to any necessary changes needed to the Nursery owner.
- Coordinate and run taster sessions for prospective parents/carers and children
- Continue with your professional development and attend any relevant training as required
- Attend 5 training/planning days out of term time within the academic year
- Take part in The Woodland Nursery's performance management scheme and appraisal on an annual basis

### Your Business Responsibilities Include

- Recruiting staff alongside Nursery owner
- Reporting and developing the nursery team
- Keeping records and creating management reports
- Working within environmental, health and safety and fire regulations
- Keeping up to date with developments in early years care
- Building relationships with parents, carers, schools and childcare professionals
- You'll also work with the nursery owner to make sure it meets Ofsted and Early Years Foundation Stage standards

**Skills Required**

- Excellent communication skills
- A great passion for nature play and engaging children with the outdoors
- The ability to motivate and support staff
- Problem-solving skills
- The ability to use your own judgement to make decisions
- Organisational skills
- Financial management skills
- IT skills

**Qualifications & Experience**

- A Minimum of Early Years Level 3 qualification and at least 2 years qualifying experience
- Management qualification desirable
- Forest School level 3 Leadership qualification desirable
- Must possess a passion to work outdoors

**Benefits**

- Holiday entitlement: 30 days paid holiday including bank holidays
- Opportunity to make the role your own as we are a young, vibrant, forward-thinking company
- Highly competitive salary, based on experience
- Automatic enrolment into company pension scheme
- Opportunity to work for an Ofsted Outstanding Forest School nursery in the Royal borough of Greenwich
- Career progression opportunities
- Professional development and in house training
- Selected discounts at outdoor retailers
- A job that promotes mental and physical wellbeing in a healthy environment