

## Nursery Manager Job Description

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| <b>Name of Setting:</b>      | Play Studio Montessori Nurseries<br>Part of Templesprings Childcare Services Ltd.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Location:</b>             | 9E Rigby Gardens Chadwell St Mary Essex RM16 4JJ                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Job title:</b>            | Montessori Nursery Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Job Type:</b>             | Full Time                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Hours of Work:</b>        | Monday to Friday 36 hours a week                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Direct Reports</b>        | Room Leaders, Practitioners                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Reports to:</b>           | Directors of Templesprings Childcare Services Ltd.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Salary &amp; Benefits</b> | <ul style="list-style-type: none"> <li>Competitive salary £26,000 to £28,000 per annum depending on qualification and experience</li> <li>28 days paid holiday inclusive of bank holidays</li> <li>An extra leave day on your Birthday</li> <li>Holiday entitlement increasing with 2-year full service</li> <li>Pension scheme</li> <li>Free food and refreshments</li> <li>Free holiday clubs</li> <li>Free music lessons for yourself or a family member*</li> <li>Continuous development and on-going early years quality training</li> <li>Employee assistance programme</li> <li>We offer bespoke leadership coaching and mentoring for staff to be the best leader, promoting team effectiveness and positive working culture.</li> </ul>                                                                           |
| <b>The Opportunity</b>       | <p>Templesprings Childcare Services Ltd. is growing! We are looking for an enthusiastic and dedicated Deputy Manager to support the Nursery Manager in ensuring our Montessori nursery provides outstanding childcare and education for children aged 3 months to 5 years.</p> <p>This role offers a fantastic opportunity to develop leadership experience while working within a high-quality Montessori environment. You will act as second-in-command, supporting in day-to-day operations, staff management, parent partnerships, and curriculum excellence.</p> <p>You will be an exceptional team leader and be able to lead and inspire your future team as they in turn lead children through their amazing Montessori journey of learning and discovery; guiding and enabling them as they grow and develop.</p> |

***At Play Studio Montessori Nurseries, we have a culture of Safety. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff, contractors and volunteers to share this commitment. We have several policies and procedures in place including, Safer Recruitment, Safeguarding and Child Protection, to ensure the welfare and safety of all the children in our care. We will work with external agencies and share necessary information when any concerns arise.***

## Purpose of Role and Key Responsibilities

The Deputy Montessori Nursery Manager assists the Nursery Manager in ensuring the smooth running of the nursery, maintaining high standards of care, safety, and education in accordance with the EYFS and Montessori principles.

The Deputy Manager will lead by example, supporting staff to deliver an engaging, nurturing, and stimulating environment, while stepping into the Manager's role in their absence.

### Key Responsibilities

#### Operational Support

- Support the Nursery Manager in all aspects of nursery management and administration.
- Ensure the nursery complies with Ofsted, Montessori, and Local Authority requirements.
- Assist in maintaining accurate records including attendance, child profiles, and operational paperwork.
- Help implement policies, procedures, and quality frameworks across the setting.
- Support in maintaining high standards of cleanliness, safety, and organisation within all rooms.

#### Leadership and Staff Development

- Support the leadership, motivation, and development of the nursery team.
- Conduct regular supervisions, appraisals, and observations with staff, supporting their professional growth.
- Assist with staff rotas, cover planning, and ensuring appropriate ratios are maintained.
- Lead and inspire staff meetings and room leader sessions when required.
- Deputise for the Nursery Manager in their absence.

#### Curriculum and Childcare

- Work alongside the Manager to ensure delivery of a rich Montessori and EYFS curriculum.
- Monitor and support planning, observations, and assessments to ensure high-quality learning outcomes.
- Ensure safeguarding and child protection policies are followed consistently.
- Foster an inclusive environment where every child is valued and supported.

#### Parent and Community Engagement

- Build and maintain strong partnerships with parents and carers.
- Support with parent meetings, open days, and daily feedback.
- Handle parental queries and concerns professionally, escalating where appropriate.
- Promote the nursery's values and ethos within the local community.

#### Health & Safety and Safeguarding

- Act as the Deputy Designated Safeguarding Lead.
- Ensure the highest standards of safety, hygiene, and wellbeing for all children and staff.
- Complete risk assessments and report any concerns promptly.
- Support with emergency procedures, including fire drills and first aid readiness.

#### Financial and Administrative Assistance

- Support the Manager with financial administration, including petty cash, fee collection, and budgeting.
- Contribute to marketing and promotional activities to maintain strong enrolment levels.
- Assist with inventory and resource management.

***Please note that as this role works with children and young people, you will need to supply 5 years of full employment/education references, and we will carry out a DBS check.***

## **Profile of Ideal Candidate**

### **Person Specification**

#### **Criteria**

Level 3 or above qualification in Early Years / Montessori  
 Minimum 3 years' experience in an early years setting  
 Minimum 1 year in a supervisory or leadership role  
 Sound understanding of the EYFS and Montessori philosophy  
 Knowledge of Ofsted standards and inspection frameworks  
 Paediatric First Aid and Safeguarding Certificates  
 Strong communication, organisation, and leadership skills  
 Ability to build strong parent partnerships  
 Commitment to continuous professional development  
 AMI or Montessori Diploma  
 Experience supporting new nursery set-up or development

#### **Essential / Desirable**

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### **Personal Attributes**

- Warm, approachable, and professional manner
- Positive role model with a "can-do" attitude
- Strong leadership and problem-solving abilities
- Passion for supporting children's growth and development
- Commitment to safeguarding and inclusion
- Flexible, reliable, and proactive