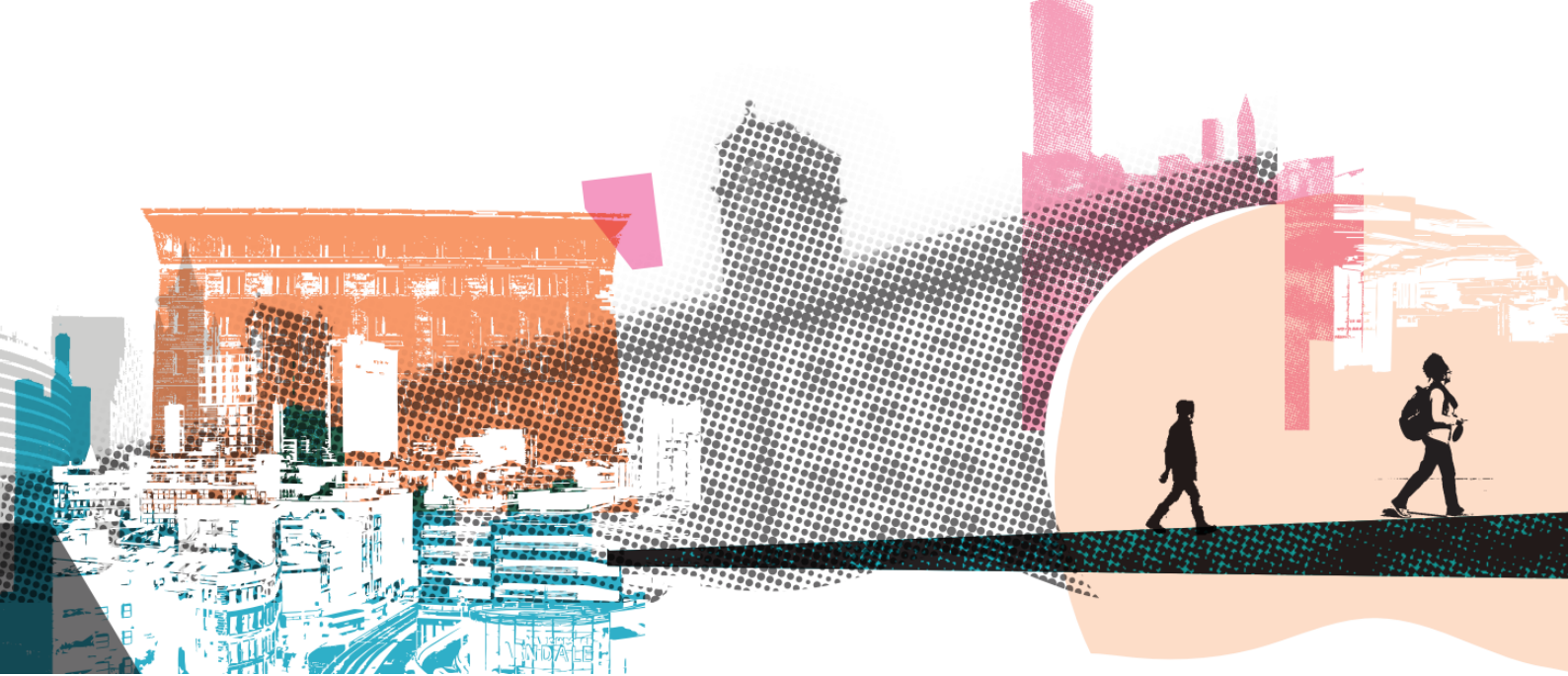


THE BIG LiFE GROUP



**Nursery Manager
(Unity Community Primary School)**

This job changes lives



About The Big Life Group

The Big Life Group's mission is to fight for equity, in health, in wealth and in life. We are a social business delivering a range of services across the North of England, covering everything from mental and physical health, addiction and criminal justice, to housing, education, family support and much more. What links them together is the way we work – The Big Life Way.

We always stand shoulder-to-shoulder with people, working with them on the things that matter most to them. Everything we do is designed and informed by the needs, priorities and strengths of people and communities.

Our values

- **Courage:** We stand up for ourselves, and the people and communities we work alongside, even when that makes us unpopular, or challenges accepted wisdom.
- **Creativity:** We find innovative solutions that work, never accepting the easy option or the status quo.
- **Honesty:** We act with integrity, speaking the truth to ourselves and others.
- **Inspiration:** We are inspired by the people and communities we work with and share what we learn from them to inspire others.
- **Thoughtful:** We act with care and compassion and work to understand people's experiences. We take time to listen, reflect and continually learn.
- **Valuing difference:** We recognise and celebrate the unique qualities, gifts, insights and perspectives that different people offer.

Working at Big Life

At Big Life, work is more than a job – it's about standing shoulder-to-shoulder with people and communities, making a difference every day. We fight for equity in health, in wealth and in life, and that commitment starts with how our staff.

Be yourself

We want you to feel safe, respected and able to bring your whole self to work. Difference is celebrated here, and our staff networks - from menopause to neurodiversity, LGBTQI+ and more - create space to connect and support each other.

Benefits that matter

We offer more than a payslip - you'll find wellbeing support through LifeWorks, Simply Health and mindfulness sessions, 25-30 days' annual leave plus your birthday off, flexible working, and regular learning opportunities. Everyday perks include Blue Light Card discounts, savings schemes, cycle-to-work, free eye tests and more - little extras to make life easier inside and outside of work.

Recognised as outstanding

We're proud to be ranked by Best Companies as one of the UK's outstanding places to work, with a two-star accreditation in 2024.

A culture of trust and flexibility

Our people describe our culture as relaxed and supportive. You'll be trusted to plan your own day, take breaks when you need, and work in a way that fits with your life as well as your role.

If you're looking for more than a job - if you want to be part of a team that's bold, creative and relentlessly committed to equity – then Big Life could be the place for you.



Job Description: Nursery Manager

The basics

Salary

£33,699 per annum (pro-rata)

Hours

37.5 hours per week, term-time only (39 weeks per year)

Annual leave

Term-time only

Base

Unity Community Primary School

Line manager

Head of Early Years

Closing date for applications: Friday, 1 May at 5pm

Interviews: Friday, 8 May

What you'll be doing

As our Nursery Manager, you will lead the day-to-day operation of the nursery at Unity Community Primary School, ensuring a safe, nurturing and high-quality early years environment for all children.

Working closely with the Head of Early Years, you will oversee all aspects of nursery provision - from safeguarding and compliance to staff development, parental engagement and continuous improvement. You will lead and support a dedicated team to deliver rich, engaging play-based learning experiences in line with the Early Years Foundation Stage (EYFS).

This is a fantastic opportunity to shape early years provision within a school setting, combining leadership, operational management and a strong commitment to child development and inclusion.

Main duties

1. Lead and line manage the nursery team, supporting staff to deliver high-quality provision and achieve KPIs.
2. Oversee the daily operation of the nursery, ensuring compliance with all statutory and legal requirements.
3. Act as Designated Person for safeguarding, ensuring all procedures are embedded and understood by staff.
4. Manage health and safety processes, including risk assessments, incidents, accidents, allergy management and business continuity.
5. Act as front of house for the nursery, welcoming families, visitors and external professionals.
6. Promote parental engagement, including organising events such as stay-and-play sessions and parent evenings.
7. Manage financial processes including budgets, purchases and income in line with Big Life Group procedures.
8. Ensure effective management of service contracts and operational systems.
9. Build and maintain strong relationships with parents, carers, stakeholders and partner agencies.
10. Monitor performance and ensure all quality standards, audits and regulatory expectations are met.
11. Support the continuous development of the nursery provision and service improvement.
12. Ensure delivery of high-quality early years education through effective implementation of the EYFS framework.

Work-related expectations

1. Work within Big Life Group's mission, values and ethos.
2. Contribute to the ongoing development of Big Life Group and Unity Community Primary School.
3. Work in accordance with all Big Life Group policies and procedures, particularly safeguarding, health and safety and information governance.
4. Commit to personal development and attend training as required.
5. Work in line with all relevant legislation and statutory frameworks.
6. Participate in regular supervision and annual appraisal.
7. Undertake any other duties appropriate to the role.

Person Specification: Nursery Manager

The successful candidate will be able to demonstrate that they meet the following points, either in their application, at an interview or through taking part in a test.

Experience

1. At least three years' experience in a management role.
2. Experience successfully managing and developing staff teams.
3. Experience working with a range of stakeholders and partner agencies.
4. Experience developing and improving services or projects.
5. Experience managing budgets and financial processes.
6. Experience working effectively under pressure in a dynamic environment.
7. Experience working in partnership with parents and external agencies.

Skills

1. Strong leadership and people-management skills.
2. Ability to identify and manage operational risks.
3. Ability to manage complex workloads and competing priorities.
4. Strong communication skills, both written and verbal.
5. Ability to work effectively with a wide range of people and organisations.
6. Competent IT skills, including data systems and reporting.

Knowledge

1. Extensive knowledge of the Early Years Foundation Stage (EYFS).
2. Knowledge of Ofsted standards and regulatory requirements.
3. Understanding of child development and early learning frameworks.
4. Knowledge of systems for tracking and assessing children's progress.
5. Awareness of barriers families may face in accessing services.
6. Knowledge of local communities and available support services.

Education

1. A recognised qualification at Level 3 in Childcare (or equivalent).
2. Willingness to undertake further training and professional development.

Personal

1. Positive outlook and a can-do attitude.
2. Resilient and adaptable approach.
3. Commitment to safeguarding and child welfare.
4. Non-judgemental and inclusive approach aligned with Big Life Group values.
5. Commitment to continuous personal and professional development.



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in health, in wealth and in life.