

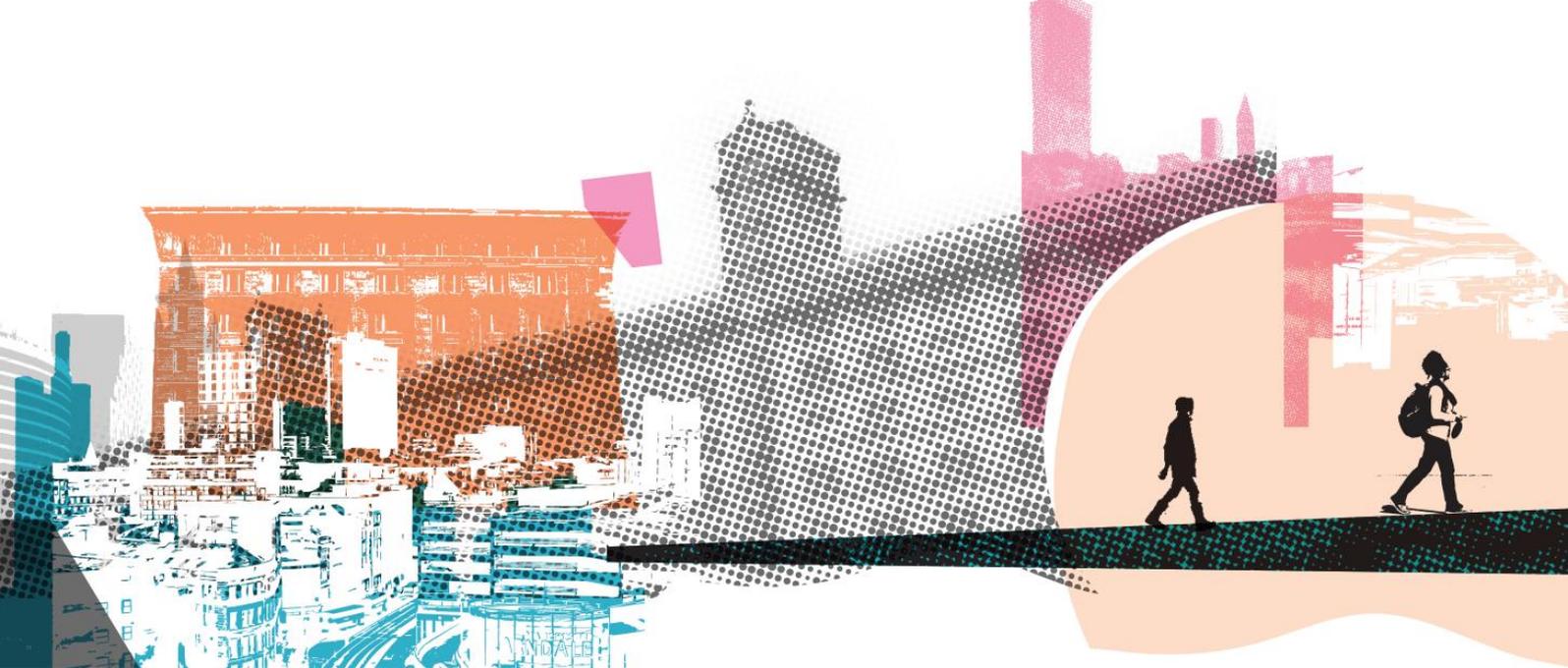
Recruitment pack

# THE BIG LiFE GROUP



## Nursery Manager

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

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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

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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

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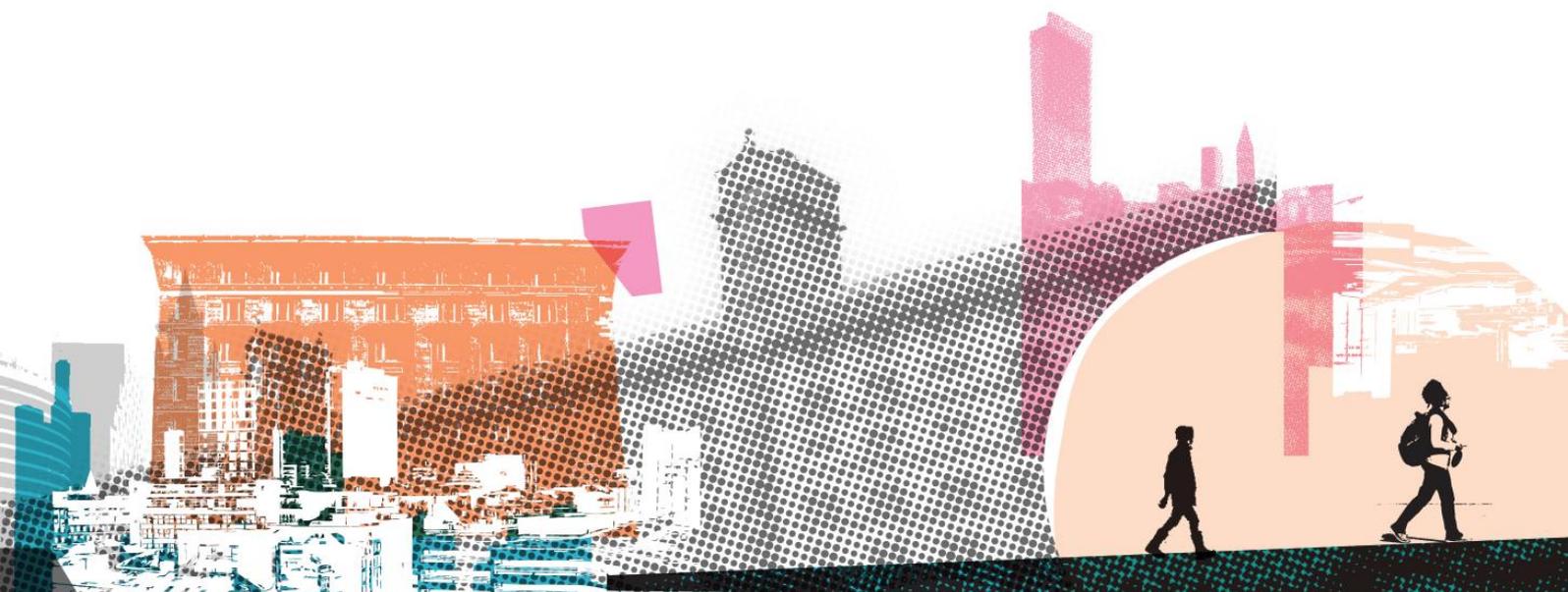
We're proud to be ranked by Best Companies as one of the UK's outstanding places to work, with a two-star accreditation in 2024.

## A culture of trust and flexibility

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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

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### Salary

£33,699 per annum (pro-rata)

### Hours

37.5 hours per week (term-time only)

### Annual leave

Term-time only

### Base

Unity Community Primary School

### Line manager

Head of Early Years

### Closing date for applications

Friday, 27 February at midday.

## What you'll be doing

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As our Nursery Manager, you will take overall responsibility for the day-to-day leadership and operation of the nursery, ensuring high-quality early years provision in line with statutory requirements and the Early Years Foundation Stage (EYFS).

You will lead and inspire a dedicated early years team, ensuring children are safe, engaged and supported through rich, play-based learning experiences. Working closely with - and supported by - our experienced Head of Early Years, you will shape provision, maintain regulatory compliance, and contribute to the ongoing development and sustainability of the nursery.

This is a unique opportunity to lead early years provision within a school community, combining operational leadership, safeguarding responsibility, staff development and community engagement.

## **Main duties**

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1. Lead and line manage the nursery team, fostering a positive, collaborative and high-performing culture.
2. Ensure compliance with all statutory and regulatory requirements, including EYFS and Ofsted standards.
3. Act as Designated Person for safeguarding, ensuring robust safeguarding procedures are embedded and understood by all staff.
4. Manage operational risks, including health and safety, risk assessments, medication processes and allergy management.
5. Oversee referrals, assessments and risk management relating to service users, incidents and business continuity.
6. Deliver and monitor KPIs and performance targets.
7. Manage budgets, petty cash, purchasing, income generation, parental fees and financial procedures in line with Big Life Group policies.
8. Prepare for inspections and implement recommendations to drive continuous improvement.
9. Promote parental engagement, including hosting events, supporting use of communication platforms and building strong partnerships with families.
10. Act as front-of-house lead for the nursery, welcoming families and visitors.
11. Liaise with stakeholders, partner agencies and external professionals to ensure effective service delivery.
12. Support volunteering opportunities in line with Big Life Group procedures.
13. Contribute to community engagement, occupancy and sustainability of the nursery.
14. Ensure outstanding delivery of the EYFS curriculum and monitor children's progress using robust tracking systems.
15. Act as an ambassador for Unity and Big Life Group at external events and networking opportunities.

## **Work-related expectations**

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1. Work within Big Life Group's mission, values and ethos.
2. Contribute to the development of Big Life Group and Big Life Schools Trust.
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 required training.
5. Work in line with all relevant legislation and statutory frameworks.
6. Participate in regular supervision and 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

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

## Skills

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1. Strong leadership and people-management skills.
2. Ability to identify and manage operational risks.
3. Ability to work effectively with a wide range of stakeholders.
4. Strong written and verbal communication skills.
5. IT competence, including data management systems.
6. Ability to contribute to service development, bids or tenders where required.

## Knowledge

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1. Extensive knowledge of the Early Years Foundation Stage (EYFS).
2. Knowledge of Ofsted standards relating to early years provision.
3. Understanding of child development and the prime and specific areas of learning.
4. Knowledge of systems for tracking children's progress and using data to inform planning.
5. Awareness of barriers families may face when accessing services.
6. Knowledge of the local community and available support services.

## Education

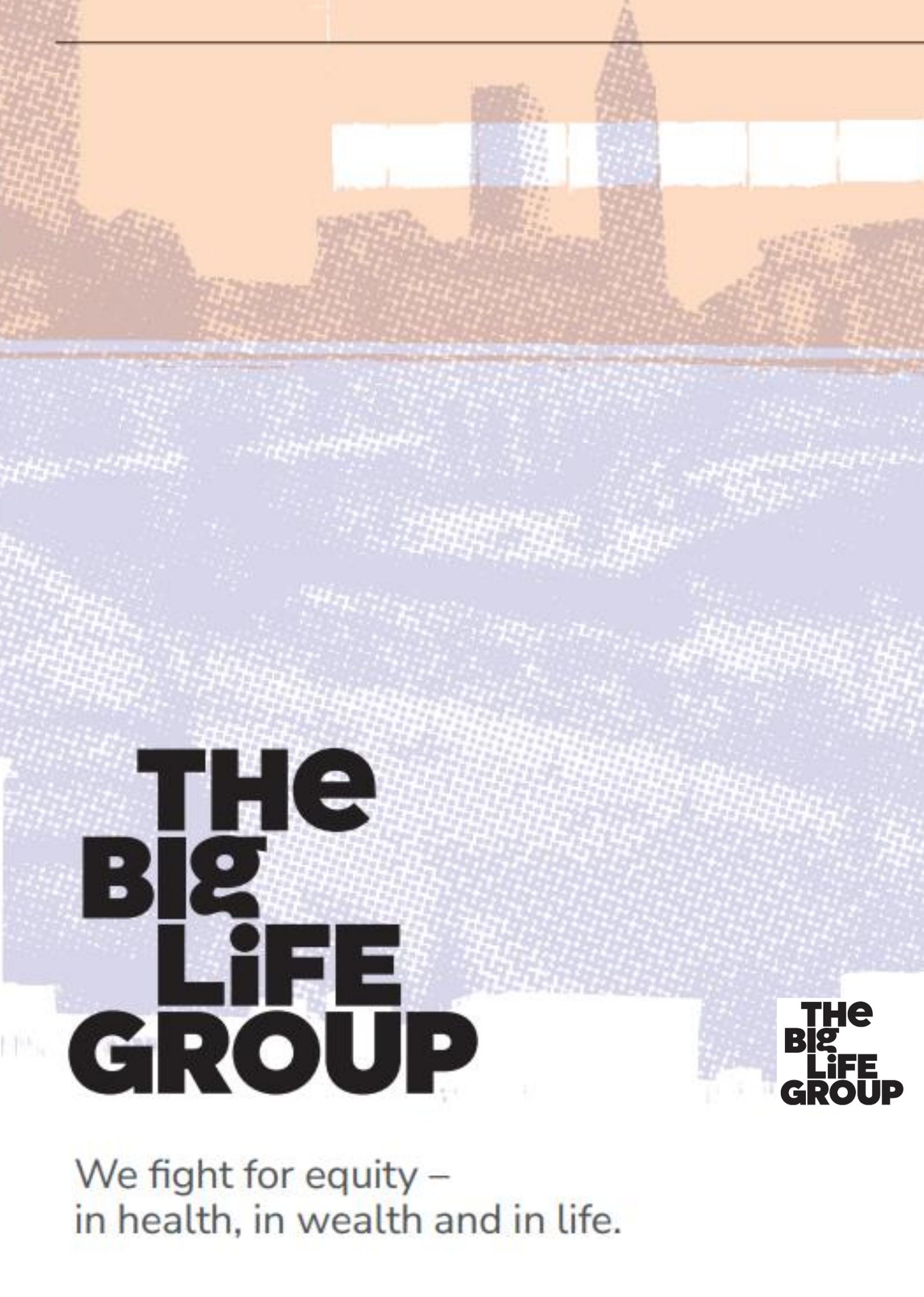
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1. A recognised qualification at Level 3 in Childcare (or equivalent).
2. Willingness to undertake further training as required.

## **Personal**

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1. Positive, resilient and flexible approach.
2. Strong commitment to safeguarding and child welfare.
3. Alignment with the values and vision of Big Life Group and Unity Community Primary School.
4. Commitment to equality, diversity and inclusion.
5. Dedication to continuous professional development and service improvement.



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