University of Edinburgh

Job Description Template

1. Job Details

Job title: Nursery Manager

School/Support Department: PPLS

Unit (if applicable): Psychology

Line manager: Academic Head of Nursery

2. Job Purpose

Responsible for the day to day running of the Uni-Tots nursery to include all
management decisions, implementation of 3 – 5 year curriculum and all nursery
administration. The nursery is used to support research and teaching in the
Department and the children occasionally take part in activities that provide important
insights for professional psychologists and students into the development of
thinking, language and social behaviour in the pre-school years.

3. Main Responsibilities

1. Manage all aspects of the Uni-tots nursery for 24 children who attend both
morning and afternoon sessions.  
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2. Develop, maintain and implement nursery guidelines, procedures and the
nursery philosophy for Child Care, Health and Safety, and Child Protection
according to The Scottish Care Commission for the Regulation of Care in
Scotland and Her Majesty’s Inspectorate of Education in Scotland
following all appropriate strategies.  
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3. Responsible for devising all plans and executing the nursery daily
programme for all pre-school children i.e. 4-5 year olds as per National
Curriculum Guidelines, The Child At The Centre and The Curriculum for
Excellence.  
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4. Supervise all planned and created learning experiences for all the nursery
children aged between thirty months and five years.  

5. Write pre-school child profiles, interview and advise parents on child’s
progress each day, term and or annually. Overview and type all other
reports.  
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6. Manage all record-keeping administration duties to include maintaining all
child records and data protection with complete confidentiality. Check and
maintain all University students’ records and research. Ensure all checks
have been performed and Disclosure Scotland certificates are produced.  
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7. Responsible for managing all the nursery daily administration, all finances,  
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Administration of fees (£90k), budgets and liaising with the school’s financial office. Maintain an up to date web site and actively promote the nursery in relevant advertising outlets and through an Open Evening with staff, parents and University students.

8. Take primary responsibility for all recruitment of staff and children, including job advertising, interviewing and selection of candidates. Train all new staff to complete their six months probationary period successfully. 5

9. Manage all Health and Safety, Fire Regulations and Risk Assessment procedures and implement. Ensure at all times that only designated staff administers medication as recorded in risk assessment and nursery procedures. Record all incidents and accidents. Responsible as key holder for all nursery keys. 10

4. Planning and Organising
   - Plan and organise with four staff members to develop and implement a curriculum based on all developmental approaches to meet National guidelines and new initiatives.
   - Organise nursery staff to devise an Improvement plan covering at least three priorities for all staff to implement and teach.
   - Assist Academic head of Nursery with planning and organising the schedule of Undergraduate, Postgraduate and staff research within the Uni-tots nursery.

5. Problem Solving
   - Liaise with parents, staff, children and governing bodies to ensure high standards are maintained.
   - At all times ensure the positive management of children’s behaviour.
   - Use effective time management skills to achieve the requirements of the post of manager.
   - Make certain the implementation of the curriculum framework document within the constraints of the nursery setting.

6. Decision Making
   - Day to day discussion with parent’s about their child’s progress and the way forward for him or her
   - Discussion with staff daily and at staff meetings weekly to make observations and decisions regarding all aspects of each child’s progress and activities whilst in the nursery.
   - Make decisions over any nursery issue in collaboration with the nursery team
   - Make decisions autonomously in response to individual children’s learning and physical needs.
   - Assist Academic head of Nursery in making recommendations as to the way forward for individual University students with their research programmes

7. Key Contacts/Relationships
   1. Psychology staff and students in over-seeing all projects relating to Unit-Tots Nursery
   2. All Early Years staff from Edinburgh City Council
   3. Her Majesties Inspectorate of Education inspectors
   4. The Care Commission for the Regulation of Care in Scotland staff.
   5. Multi-disciplinary team regarding support for children with Additional Support Needs
Speech and Language therapists
Educational Child Psychologists
Social Services (Child Protection)
Pre-school visiting teachers
Occupational and physio- therapists

8. Knowledge, Skills and Experience Needed for the Job
- SVQ Level4, Early Childhood Education B.A.
- A minimum of 4 years’ management experience.
- A thorough understanding of all nursery guidelines and procedures according to National guidelines.
- Enhanced Disclosure
- Appointment subject to occupational Health check within University
- Excellent interpersonal skills.
- Excellent observational skills.
- Excellent organisational skills.
- General administration skills including website update
- Good IT skills – Microsoft Office

9. Dimensions
- 4 Direct Reports (FTE)
- 20 - 30 Undergraduate Students yearly
- 8 – 10 Postgraduate Students yearly
- £90k income generated through fees

10. Job Context and any other relevant information
- Post Holders are required to apply for (and hold while in post) a registration certificate from the Scottish Commission for the Regulation of Care for the Day to day management of the nursery.
- Post holders must complete and sign a three year contract and preschool agreement with The City of Edinburgh Council Education Department to receive funding for all eligible children.