



NURSERY MANAGER

Full time, Permanent

£41,146 per annum

The College

One of the largest Colleges in the University of Oxford, with around 865 students, St Anne's is known for being down-to earth, ambitious, outward facing and collaborative. We aspire to understand the world and change it for the better.

Established in 1879 to enable women from all backgrounds to access an Oxford education, the College is committed to securing our legacy and future by being a diverse and inclusive community that is the home of choice for the brightest and most ambitious from all backgrounds, including those who may think that Oxford is not for people like them.

Our community includes undergraduate and graduate students, academics involved in world leading research and teaching, and staff from a wide range of professional backgrounds. Helen King, our Principal since 2017, is a graduate of St Anne's who took on the role after a thirty-year career in policing.

As a Charity and one of the more modern Colleges, our finances depend upon a diverse range of income streams including a successful vacation conference business and the generosity of our worldwide network of committed alumnae and donors.

At St Anne's we are committed to sustainability and our collective responsibility to preserving the environment. We are working in support of the University of Oxford's target of being carbon net neutral and biodiversity net gain by 2035. We expect all members of College to work towards these goals.

For further information about the College, please visit <http://www.st-annes.ox.ac.uk>

The Nursery

Rated Outstanding by Ofsted, St Anne's College Day Nursery is a full-time day nursery, located in a purpose-built detached building and private garden within the grounds of St Anne's College. It caters for up to 12 children aged 6 months to 4 years, and is open year-round.

At St Anne's College Nursery, we offer a rich and varied curriculum designed to nurture every child's development through meaningful, engaging experiences. Our approach fosters active, curious, and independent learners in a safe and caring environment, where children are supported to thrive and grow.

We provide a free-flow system throughout the year, enabling children to follow their interests both indoors and outdoors. Our setting encourages exploration, discovery, and joy through play, conversation, and connection.

We strongly value outdoor learning and regularly take children on planned outings, such as walks to the local park, explorations of college grounds, and community visits to shops, libraries, and bookstores. These opportunities give children the chance to connect with the world around them, enhancing their physical development, communication, and understanding of their local community.

Weekly music sessions are a much-loved part of our provision, helping children express themselves creatively while developing rhythm, confidence, and emotional awareness. Singing, movement, and musical play are central to our approach each day.

Our children come from diverse cultural backgrounds, and we celebrate every child's uniqueness through inclusive practices and multicultural activities. We aim to create an environment where all children feel respected, represented, and valued. We incorporate cultural stories, traditions, and family involvement to promote a strong sense of identity and belonging.

We are committed to sustainability and teach children how to care for the environment through everyday routines and hands-on experiences. From recycling to planting and learning about local wildlife, we guide children in understanding their role in protecting the planet and appreciating the natural world.

The oldest day nursery within the University, St Anne's Nursery was founded to provide childcare for Tutorial Fellows and other academics and staff of the College. It also offers places to children of students of St Anne's, to University staff children, as well as to the wider community.

Overview

Job Title	Nursery Manager
Location	Oxford
Reports to	The Domestic Bursar. The Nursery Manager is also responsible to the Nursery Committee.
Direct reports	Deputy Nursery Manager, Nursery Nurses

The main purpose of the job is to provide safe, high quality care and development for Nursery children; to fulfil legal and statutory requirements, including to supervise staff on a day to day basis and contribute to and implement nursery policies.

Key areas of responsibility

- Supervise Nursery staff including any temporary staff
- Ensure that the staff are supported to carry out their duties and are properly deployed so they can offer appropriate support and stimulation to the children
- Provide a termly report to the Committee.
- Carry out annual appraisals and staff development and help identify training and development requirements in the Nursery
- Manage staff rota's and organise cover: organise temporary staff to cover any sick or other absence, report sick absence or other leave to HR for payroll purposes and record keeping
- Manage the Nursery's food and general budgets on a daily basis, agree major expenditures with the Nursery Committee
- Comply with the statutory framework for Early Years Foundation Stage (EYFS) and follow the practice guidelines for EYFS throughout the Nursery
- Act as Designated Safeguarding Lead (DSL) and ensure you keep up to date with relevant training
- Ensure all Ofsted regulations are met and be aware of the latest requirements
- Keep the central register up to date and accurate
- Take responsibility for ensuring long term, medium term and session plans are drawn up by each key worker, which ensure that each child is receiving high quality standard of care and development
- Provide a stimulating and happy atmosphere through play and other activities in which all children can interact and develop fully, cognitively or physically. Activities must be relevant to children's ages and aim to meet individual needs
- Identify and assist any child with special needs or disabilities
- Supervise meals, rest periods, toilet and washing routines
- Oversee administering permitted medicines with the parents' permission
- Promote high standards of cleanliness and hygiene at all times
- Maintain equipment and ensure all toys, books, etc. are kept clean, in good repair and, if and when necessary, updated or renewed
- Maintain a good working relationships between children, parents and staff; ensure staff speak to parents at drop off and pick up time to exchange information and to keep parents informed of their child's progress, what the child has been doing that day, significant development moments and any needs that have arisen

- Record information regarding children's attendance, progress and development and care information (such as medication given). Ensure that general and sensitive information is held in accordance with confidentiality and data protection procedures of the College.
- to be aware of Health and Safety procedures and promote good working practices at all times, ensuring temporary and permanent staff are up to date with and following Health and Safety practices in the Nursery
- Work with the Nursery team for the wellbeing of all children
- to undertake the thorough induction and supervision of any temporary staff
- Manage the intake in line with the Nursery Admissions process, reporting back to the nursery committee and Nursery Fellow on a termly basis
- to promote the Nursery and encourage parents to be actively involved and interested in the Nursery
- continually reflect on our practice and contribute to the self evaluation form
- any other duties that apply in a day nursery setting as required.

Personal specifications:

Essential

- Ofsted-recognised Early Years qualification to at least level 3.
- Knowledge and experience of the statutory framework for Early Years Foundation Stage (EYFS).
- Experience of managing a team within a Nursery setting.
- Experience of managing rotas, recruitment, interviewing, monitoring staff development and evaluating training needs.
- Knowledge and training in safeguarding policies and procedures and GDPR.
- Strong organisational and administrative skills and be able to keep records using standard Microsoft packages.
- Excellent communication skills with the ability to engage staff members, parents and the wider College community.
- A good level of spoken and written English.
- Good numeracy skills and the ability to manage budgets effectively with an understanding of basic financial processes.
- An excellent understanding of children's development, their needs and the provision of positive play and experience of putting in place records to promote this
- The ability to inspire and enthuse young children and willingness to encourage them in exploring the natural world
- Energy, resourcefulness, responsibility, patience and a caring nature
- Share our view that all children should have free access to the outdoors and be willing to facilitate this
- Caring and professional approach to parents and children
- Preparedness to undertake additional training or qualifications which might be required as part of continuous professional development or statutory requirements.

Desirable

Experience or training within a Forest School environment.

Terms and Conditions

Appointment:	This appointment will be subject to satisfactory provision of proof of the right to work in the UK. Appointees who are not British or Irish nationals will need a UK visa or proof of settled or pre-settled status.
Hours of work:	38.75 hours per week, Monday to Friday. Normally 8:45 am – 5.15 pm with a 45 minute unpaid break. Overtime is not usually paid.
Salary:	£41,146 per annum
Annual Leave:	You are entitled to 38 days paid holiday per annum pro rata which includes 8 public holidays. You are not required to work during the winter, spring and summer Nursery closure periods. These will be agreed in advance of each academic year. You will be required to take your holidays during these periods.
Probation:	Four months
Notice:	One month during probation or three months thereafter
Pension:	The College offers membership of USS
Meals:	Free lunch is provided on working days, when the post holder works either side of lunch.
Employee Assistance Programme:	A confidential employee benefit designed to help you and your immediate family deal with personal and professional problems that could be affecting your home life or work life, health, and general wellbeing. A 24/7 helpline is available to assist you which can provide counselling support as well as a smartphone app and wellbeing portal to access further information.
Bicycle Scheme:	Assistance to purchase a bicycle through a loan scheme.
Bus pass scheme:	A bus pass can be purchased at a discounted rate
Childcare:	St Anne's offers quality childcare provision services to College staff and students via our on-site Nursery. Subject to availability.
Family Friendly Policies:	Salary sacrifice scheme for Childcare. Enhanced family friendly policies.
Flu jabs:	Free annual flu jabs are offered to all staff.
Volunteering Policy:	St Anne's offer up to two paid days per year to do charitable volunteering activities.
Working from Home Policy:	We offer flexible working arrangements subject to job role.
Parking:	You may be eligible to apply for a parking permit for which an annual fee applies.
Other:	Employment is subject to the policies and procedures outlined in the Staff Handbook.

Application process

If you would like to apply for this position please send us all three of these documents:

- A completed application form (download from our website).
- Your CV
- A covering letter stating why you are interested in, and suitable for, this role.

Applications should be sent to recruitment@st-annes.ox.ac.uk

The closing date is 8th October at 12 noon.

Early applications are encouraged as the College reserves the right to interview and appoint prior to the deadline.

If you would like to discuss the role, or have any queries please call us on
01865 274866 / 284685

St Anne's College is an equal opportunities employer.

The policy and practice of St Anne's College require that all staff are afforded equal opportunities within employment. Entry into employment with the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Applicants are encouraged to complete the equal opportunities monitoring form.

To view our Privacy statement please see here <https://www.st-annes.ox.ac.uk/privacy-policy/>