



JOB TITLE	Nursery Manager
DEPARTMENT	Fàs Mòr
REPORTING TO	Fàs Mòr board of directors
RESPONSIBLE FOR	Nursery Practitioners
SALARY SCALE	£30,168 - £34,985 dependent on skills, experience and qualifications
PLACE OF WORK	Fàs Mòr, sited at Bun Sgoil Shlèite

JOB PURPOSE

To lead and manage the safe, effective, and high-standard operation of Fàs Mòr, a Gaelic medium childcare facility for 0–12-year-olds. The Nursery Manager will ensure compliance with all relevant legislation, Care Inspectorate standards and SSC requirements while leading staff and supporting positive outcomes for children and families.

KEY RESPONSIBILITIES

Leadership and Management

- Lead, support and supervise staff and volunteers
- Manage staffing rotas and day-to-day deployment
- Support recruitment, induction, training and ongoing development of staff
- Ensure effective communication within the team

Childcare and Learning

- Ensure high standards of care, wellbeing and safeguarding
- Support children's learning and development through play and nurturing interactions
- Promote inclusive practice and positive behaviour
- Ensure the service provides a safe, welcoming and stimulating environment

Compliance and Quality Assurance

- Ensure compliance with Care Inspectorate, SSSC and relevant legislation
- Maintain and review policies and procedures
- Lead on health and safety, child protection and data protection
- Support inspections and quality improvement processes
- Develop and implement improvement plans where required

Administration and Finance

- Manage bookings, attendance and children's records
- Maintain accurate administrative and operational records
- Support budget monitoring and resource management
- Maintain an overview of finance to ensure a sustainable service
- Oversee ordering of equipment and supplies



Partnership Working

- Ensure effective and open communication with parents and carers
- Liaise with partner agencies including Highland Council, schools and other professionals
- Support strong community engagement and partnership working

PERSON SPECIFICATION

	Essential requirements	Desirable Requirements	Assessment Method – Application or Interview)
Qualifications and professional or vocational training	SVQ3 Social Services (Children and Young People) at SCQF Level 7; or HNC Childhood Practice	BA (hons) Childhood Practice; or equivalent leadership qualification	Application and Interview
Skills	Leadership and organisational skills Good communication and interpersonal skills IT and record management skills Understanding of safeguarding and health and safety responsibilities	Competence in written and spoken Gaelic	Application and Interview
Experience	Experience working within an early years or childcare setting Experience supporting children’s wellbeing and development	Management or supervisory experience Experience of working in a Gaelic medium setting	Application and Interview

Weekly Hours: Full or part-time hours available

Annual Leave Entitlement: 35 days including public holidays. Fàs Mòr are closed for two weeks in July and over Christmas, otherwise holidays are flexible throughout the year.

Occupational Pension: Fàs Mòr has a pension scheme open to staff.



Conditions of employment: Appointment will be subject to satisfactory references and PVG Scheme Membership. Fàs Mòr is committed to supporting staff development, including Gaelic language development opportunities.