Little Bugs at Fordell Firs

Outdoor Nursery Manager | Job Description

Job Title: Outdoor Learning and Childcare Nursery Manager

Reports To: Founder / Directors

Contract: Full time, 40 hours per week

Salary: From £32,000 to £38,000 per annum, dependent on qualifications and experience

Location: Scouting Adventurers, Fordell Firs, Dunfermline, KY11 9YF

Qualifications: BA in Childhood Practice or equivalent; applicants working towards the qualification may be considered

Job Purpose

To lead, develop and manage Little Bugs Outdoor Nursery at Abercorn (52 space setting) , inspiring a passionate team to deliver exceptional, holistic, child-centred early learning and childcare. The manager will champion our outdoor ethos, play pedagogy and Learning for Sustainability, while maintaining excellent relationships with children, families, staff and stakeholders. This role combines inspirational pedagogical leadership with effective operational management, staff development and continuous quality improvement.

Key Responsibilities

Leadership and people management

- Lead and support the day-to-day running of the nursery, ensuring appropriate staffing, safe practice and consistent implementation of policies and procedures.
- Lead supervision, professional reviews, performance management and development planning, addressing concerns constructively and promptly.
- Coach, mentor and deliver training to staff, including supporting trainees and Modern Apprentices; identify and coordinate relevant CPD opportunities.
- Organise, lead and deliver regular staff meetings and staff development days, ensuring clear communication, reflective practice, shared priorities and meaningful professional learning.
- Build a positive, collaborative and accountable team culture that reflects Little Bugs' values.

Learning, pedagogy and environment

- Provide pedagogical leadership in holistic, child-centred outdoor learning, responsive planning, observation and assessment, and high-quality play pedagogy.
- Contribute to the design, organisation and ongoing development of inspiring, inclusive outdoor and sheltered learning spaces, resources and experiences.
- Embed a strong Learning for Sustainability ethos through everyday practice, connection with nature and responsible use of resources.
- Promote inclusive practice, wellbeing and meaningful participation for every child, working closely with families and relevant professionals.

Quality assurance and compliance

- Lead quality assurance, self-evaluation and improvement planning, maintaining accurate and purposeful records, children's learning documentation and operational records.
- Demonstrate working knowledge of the Care Inspectorate's quality framework and inspection processes, and How good is our early learning and childcare? (HGIOELC), using these to drive improvement and inspection readiness.
- Maintain sound knowledge of Scottish Social Services Council (SSSC) registration, Codes of Practice and professional development expectations.
- Oversee safe practice, risk assessment, safeguarding, health and safety and compliance with relevant regulatory requirements.

Families, community and stakeholders

- Build strong, professional relationships with parents and carers, partner agencies, regulators, local authorities and other stakeholders.
- Organise and contribute to Parent Forums, parent open mornings and open evenings for prospective families, providing welcoming opportunities for dialogue and engagement.
- Plan and support nursery community events, including summer celebrations and Christmas fayres, in collaboration with the wider team.
- Communicate clearly and sensitively with families and stakeholders, welcoming feedback and using it to improve practice.

Operations and development

- Oversee effective nursery administration, record keeping, communication and day-to-day business operations.
- Contribute to setting development, service improvement priorities and the wider strategic vision of Little Bugs.
- Work with the Founders / Directors to maintain consistently high standards and support the nursery's ongoing success.

Person Specification

- BA in Childhood Practice or equivalent qualification, or willingness to work towards an appropriate recognised qualification.
- Previous supervisory or managerial experience within an early learning and childcare setting.
- Strong understanding of outdoor learning, child development, play pedagogy and inclusive practice.
- Knowledge of the Care Inspectorate assessment framework, SSSC expectations and Scottish early years quality improvement approaches.
- Confident leadership, communication, organisation and staff performance management skills.
- Genuine enthusiasm for nature, Learning for Sustainability and partnership working with families.

What Little Bugs Employees Have in Common

A commitment to our ethos, vision and values; a desire to further Little Bugs' aims; a willingness to participate in relevant nursery activities; and an ambition to develop professionally through supervision, appraisal and training.

This description outlines the principal duties of the post and is not exhaustive. Other responsibilities appropriate to the role may be required.