



## JOB DESCRIPTION

**POSITION: NURSERY MANAGER**

### JOB OVERVIEW

#### Summary of role

The role of the Nursery Manager is to provide professional leadership and management of the nursery, to effectively manage the day to day running of the nursery and to deliver the highest standards of care and education.

Reports to: Head of Nurseries

Reports in: All nursery staff

KEY TASKS	CHILDCARE AND EDUCATION
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Promote high standards of quality within the nursery in respect of the environment, resources and experiences offered to children</li> <li><input type="checkbox"/> Ensure that children attending the nursery receive rich and stimulating experiences appropriate to their age and stage of development</li> <li><input type="checkbox"/> Ensure practice and provisions in the nursery meets the requirements of the Early Years Foundation Stage</li> <li><input type="checkbox"/> Ensure that children are kept safe and that staff understand, and when necessary, follow Safeguarding Procedures. Assumes the role of Designated Safeguarding Lead.</li> <li><input type="checkbox"/> Promote and facilitate partnerships with parents/carers and other family members</li> <li><input type="checkbox"/> Support the development of good practice with regards to special needs and inclusion</li> <li><input type="checkbox"/> Support pre-school staff in delivering the Foundation Stage; ensure that provision in the nursery meets the requirements of the local authority in relation to nursery grant funding for three and four-year olds</li> <li><input type="checkbox"/> Establish, develop and maintain a highly professional working relationship with relevant local authority department, regulatory bodies and other agencies</li> <li><input type="checkbox"/> Create a culture of self-evaluation and reflective practice throughout the nursery.</li> </ul>
	<b>OPERATIONAL</b>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Facilitate inspections by regulatory bodies and implement any recommendations</li> <li><input type="checkbox"/> Agree and deliver occupancy targets</li> <li><input type="checkbox"/> Ensure accurate reporting in respect of occupancy, quality and standards</li> <li><input type="checkbox"/> Provide support to other nurseries within the group</li> </ul>
	<b>STAFF</b>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Recruit, induct, support, train and appraise all staff to ensure delivery of high quality childcare practice</li> <li><input type="checkbox"/> Develop a well-qualified and experienced team able to meet and exceed all relevant standards</li> <li><input type="checkbox"/> Identify training needs; develop training plans and evaluate training undertaken by staff</li> <li><input type="checkbox"/> Develop open and positive working relationships with staff</li> </ul>
	<b>FINANCE</b>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Manage staff costs with regard to budget projections</li> <li><input type="checkbox"/> Maintain accurate records and accounts for the nursery and produce management information as required</li> <li><input type="checkbox"/> Control costs in line with agreed budgets</li> <li><input type="checkbox"/> Understand and utilise management systems and information to maximise commercial benefits</li> </ul>
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	<b>MARKETING</b>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Proactively represent the Company and advance its interests in the local community</li> <li><input type="checkbox"/> Promote the nursery to current parents and potential customers</li> <li><input type="checkbox"/> Be responsible for ensuring that all complaints and concerns are actively resolved in a timely manner and these are reported to the Head of Nurseries</li> </ul>
	<b>HEALTH AND SAFETY</b>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Manage the day-to-day operation in order to ensure the health and safety of the children, their parents and carers, the team and visitors to the nursery</li> <li><input type="checkbox"/> Be fully aware of emergency and security procedures</li> <li><input type="checkbox"/> Be responsible for ensure the nursery remains compliant in respect of suitably trained staff with relevant first aid qualifications</li> <li><input type="checkbox"/> Be responsible for ensuring that all staff receive health and safety training</li> <li><input type="checkbox"/> Adhere to the health and safety policy and procedures</li> </ul>
	<b>GENERAL</b>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Responsible for all the administrative duties associated with the nursery, such as maintaining children’s records, ordering equipment, maintaining inventories and keeping personnel records</li> <li><input type="checkbox"/> Adhere to all Company policies and procedures</li> <li><input type="checkbox"/> Undertake an enhanced DBS check with access to the children’s barred list</li> <li><input type="checkbox"/> Undertake any other duties as reasonably requested by management</li> </ul>

Person Specification		
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li><input type="checkbox"/> Minimum Level 3 qualification in Children and Young Peoples Workforce or equivalent.</li> <li><input type="checkbox"/> Pediatric First Aid</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Food Hygiene Certificate</li> </ul>
Experience	<ul style="list-style-type: none"> <li><input type="checkbox"/> A minimum of 3 years recent experience, working in a Nursery setting, ideally already in a Nursery Manager role.</li> <li><input type="checkbox"/> Excellent working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance.</li> <li><input type="checkbox"/> Knowledge and proven practical experience of implementing good quality learning opportunities</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ability to co-ordinate in a specific specialist area e.g. SENCO.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li><input type="checkbox"/> A knowledge and understanding of room organisation, learning strategies, setting up and managing a free flow environment</li> <li><input type="checkbox"/> EYFS welfare, learning and development requirements; Planning for learning in the EYFS and the ability to lead planning</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> A knowledge and understanding of the use of a range of media to teach and assess children’s progress.</li> </ul>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> The statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEN and Child Protection</li> <li><input type="checkbox"/> The positive links necessary within the Nursery and with all its stakeholders</li> <li><input type="checkbox"/> The use of ICT to effectively support the teaching and learning and to monitor children's progress</li> </ul>	
Skills and Attributes	<ul style="list-style-type: none"> <li><input type="checkbox"/> Empathy and understanding of children under five.</li> <li><input type="checkbox"/> Excellent verbal and communication skills with children and parents.</li> <li><input type="checkbox"/> Ability to write reports and keep clear and accurate records. Effective team leadership.</li> <li><input type="checkbox"/> Excellent organizational skills Administrative and basic IT skills</li> <li><input type="checkbox"/> Calm and caring nature</li> <li><input type="checkbox"/> Ability to work as part of a team</li> <li><input type="checkbox"/> Able to work on own initiative</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reliable, enthusiastic, and flexible</li> <li><input type="checkbox"/> A commitment to quality in all areas, with a high level of motivation and enthusiasm.</li> <li><input type="checkbox"/> Able to perform under stress.</li> <li><input type="checkbox"/> A creative thinker</li> <li><input type="checkbox"/> A good sense of humour</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li><input type="checkbox"/> Be an effective team player that works collaboratively and effectively with others</li> <li><input type="checkbox"/> Excellent interpersonal skills, communicating (verbally and in-writing) effectively to a wide-range of audiences</li> <li><input type="checkbox"/> Support, motivate and inspire both colleagues and pupils by leading through example</li> <li><input type="checkbox"/> Suitability to work with children</li> <li><input type="checkbox"/> Confidence, warmth, sensitivity, reliability and enthusiasm</li> </ul>	
Equal Opportunities and Commitment	<p>Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin</p> <p><b>Demonstrate a commitment to:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> safeguarding and child protection equalities</li> <li><input type="checkbox"/> promoting the school's vision, values and ethos</li> <li><input type="checkbox"/> high quality, stimulating learning environment</li> <li><input type="checkbox"/> relating positively to and showing respect for all members of the school and wider community</li> <li><input type="checkbox"/> ongoing relevant professional self-development</li> </ul>	

<p>I have read and understood the responsibilities for the position of Nursery Manager. I am aware that the Job Description is subject to change accordance with the needs of the business. I accept that I am fully responsible and accountable for the nursery and will operate the nursery within the legislative parameters set by the relevant bodies.</p>			
<b>Name:</b>			
<b>Signed:</b>		<b>Date:</b>	

Inspired Learning Group committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, as all new staff will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment, two satisfactory references and registration with the Disclosure and Barring Service (DBS).