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#### **Job Description: Executive Nursery Manager**

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#### **Job title:** Executive Nursery Manager

#### **Responsible to:** Nursery Principle and Board of Directors

#### **Grade:** £32,000 - £36,000

#### **Hours:** 36 hours per week 52 weeks a year

#### **Location:** Little Learners – St Mary’s Brooke Rd, Walthamstow, E17 9HJ

#### Little Learners – St Saviour’s 33 Verulam Ave, Walthamstow, E17 8ER

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#### **Key Responsibilities:**

Responsible for the overall strategic vision, direction and leadership of the nursery group, to ensure high quality childcare and early education and positive outcomes for children. To develop, implement and embed best practice to ensure continuous and sustainable improvements.

**Childcare and Education:**

* Promote high standards of quality within the nursery group in respect of the environment, resources and experiences offered to children.
* Ensure that all children attending the nursery receive rich and stimulating experiences appropriate to their age and stage of development.
* Ensure that practice and provision in the nursery meets the requirements of the Early Years Foundation Stage.
* Ensure that children are kept safe and that staff understand and follow Safeguarding Procedures
* Ensure Nursery Managers promote and facilitate partnerships with parents/carers and other family members.
* Lead the development of good practice with regards to special needs and inclusion.
* Establish, develop and maintain highly professional working relationships with relevant Local Authority Departments, regulatory bodies and other agencies.
* Create and maintain a culture of self evaluation and reflective practices throughout the nursery group.
* To establish and oversee an effective curriculum which includes assessment, planning and evaluation.
* To develop and oversee procedures for regular review and assessment of each child’s progress in partnership with parents.

**Health and Safety:**

* Have an overview of the daily operations of the nursery group in order to ensure the health and safety of all children, their parents and carers, the team and any visitors to the nurseries.
* Ensure all health and safety policies and procedures and strictly adhered to by all nursery staff.
* Monitor and embed all emergency and security procedures.
* Be responsible for ensuring the nursery remains compliant in respect of suitably trained staff with relevant first aid qualifications.
* Be responsible for ensuring that all staff receive Health and Safety training.
* Ensure all statutory requirements are strictly adhered to across the nursery group.

**Finance:**

* Manage staff costs with regard to budget projections.
* Alongside the nursery managers, maintain accurate records and accounts for the nursery group and produce management information as required.
* Control costs in line with agreed budgets.

**Operational:**

* To ensure the national standards for the registration of childcare are maintained at all times within the nursery group
* Facilitate inspections by regulatory bodies and implement any recommendations.
* Agree and deliver occupancy targets.
* Monitor and support the managers with new admissions to the nursery group.
* Ensure accurate reporting in respect of occupancy, quality and standards.
* Oversee staff rotas to ensure all statutory requirements with regards to staffing qualifications and ratios and strictly adhered to. Ensure staff are deployed effectively and staffing efficiency is maximised.

**Staff:**

* To provide professional leadership and management of Nursery Managers and give the necessary support and guidance to enable them to deliver the highest standards of care and education.
* Recruit, induct, support, train and appraise all staff alongside the managers to ensure delivery of high quality childcare practice.
* Develop a well-qualified and experienced team able to meet and exceed all relevant standards.
* Identify training needs; develop training plans and evaluate training undertaken by staff.
* Work in conjunction with Human Resources in disciplinary and grievance investigations and hearings.
* Support the managers to oversee and monitor staff sickness, absence and holidays.

**Marketing & Customer Care:**

* Proactively represent the Company and advance its interests in the local community.
* Support the managers to promote the nursery to current parents and potential customers.
* Ensure that all staff develop and maintain friendly and professional relationships with parents and carers.
* Be responsible for ensuring that all complaints and concerns are actively resolved in a timely manner by the managers.

**General:**

* Oversee the managers administrative duties associated with the nurseries, such as maintaining children’s records, ordering equipment, maintaining inventories and keeping personnel records.
* To work in partnership with senior management to create, update and review the self-evaluation and improvement plans for the nurseries within the group.
* Adhere to all company policies and procedures. Ensure company policies are reviewed and updated regularly.
* Ensure that the company’s policies on diversity and equal opportunities are adhered to.
* Undertake any other duties as reasonably requested by the Nursery Principle or Directors.

**The duties and responsibilities in this job description are not exhaustive or restrictive, changes and other duties relevant to this post may be added. This job description may be reviewed in the future**

**Person Specification**

**Experience:**

* Proven success as a Nursery Manager in a setting for a minimum of 4 years
* To have specific training/knowledge of working with children in the EYFS age range

**Qualifications/Training:**

* Minimum NVQ Level 3 in Child Care and Education or equivalent
* GCSEs in Maths and English Grade A-C
* First Aid, Health and Safety and Food Hygiene Certificate

**Knowledge, Skills and Abilities**

* A passion for working with children
* An excellent understanding of the EYFS Frameworkand statutory requirements
* Experience and knowledge of Ofsted requirements and inspections
* Knowledge of Health and Safety legislation
* Sound knowledge and experience of financial management and budgetary planning and control
* Sound knowledge of nursery admissions procedures and booking systems
* Strong leadership and relationship building skills
* Experience of writing development plans and nursery self evaluations