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

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

#### **Responsible to:** Executive Nursery Manager, Nursery Principle and Board of Directors

#### **Grade:** £28,104 - £32,304

#### **Hours:** 36 house 52 weeks

#### **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:**

Support the Executive Manager in leading the direction and vision of the nursery and the day-to-day management, organisation, teaching, learning and pastoral care of the children. To ensure good professional practice, conduct and high standards in the team they manage.

**Childcare and Education:**

* Promote the inclusion and acceptance of all pupils and ensure that all children attending the nursery receive rich and stimulating experiences appropriate to their age and stage of development.
* To lead the nursery team in order to provide an enabling environment in which all individual children can play, learn and develop.
* 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.
* To promote and facilitate partnerships with parents/carers and other family members.
* To ensure 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.
* To deliver an effective curriculum which includes assessment, planning and evaluation.
* To lead in the planning, preparation and completion of activities to suit each individual child's stage of development and interests.
* To develop and oversee procedures for regular review and assessment of each child’s progress in partnership with parents.
* To deliver Individual Education/Behaviour plans and Personal Care programmes, working alongside the Executive Manager and Principal.
* To implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve the whole planning cycle and the management/preparation of resources.
* To guide all nursery staff to promote good pupil behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour when it is age appropriate.

**Health and Safety:**

* To ensure that the nursery is a safe environment for children, staff and others.
* Ensure all health and safety policies and procedures and strictly adhered to by all nursery staff.
* To ensure all emergency and security procedures are followed.
* To ensure 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.
* To ensure that clean and hygienic standards are maintained at all times across the nursery. This includes checking daily cleaning rotas, nappy changing, potty training and other nursery housekeeping duties.

**Finance:**

* Maintain accurate records and accounts for the nursery group and produce management information as required.
* Control costs in line with agreed budgets.

**Operational:**

* Alongside the Executive Manager, facilitate inspections by regulatory bodies and implement any recommendations.
* Agree and deliver occupancy targets.
* Manage nursery admissions.
* Ensure accurate reporting in respect of occupancy, quality and standards.
* Manage staff rotas to ensure all statutory requirements with regards to staffing qualifications and ratios are strictly adhered to. Ensure staff are deployed effectively and staffing efficiency is maximised.
* To ensure record keeping is accurate and up to date including sleep charts, accident forms, daily record sheets and any other forms/records required for the child’s welfare, learning and development.

**Staff:**

* Support the executive manager to recruit, induct, support, train and appraise all staff 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.
* Monitor and manage staff sickness, absence and holidays.
* Attend senior leadership meetings with Executive Manager/Principal
* Lead leadership meetings with Deputy Managers and Room Leaders, communicating relevant points from SLT meetings.

**Marketing & Customer Care:**

* 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.

**General:**

* Complete 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 the Executive Manager to create, update and review the self-evaluation and improvement plans for the nurseries within the group.
* Ensure that all company policies and procedures are strictly adhered to.
* 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 2 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
* GCSE’s 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