

Happy Nursery Days / Ekaya Housing Association Limited



NURSERY MANAGER

Reports To: Head of Operations

Hours: 40 hours per week

JOB DESCRIPTION

Objectives of the Post

The Nursery Manager will be expected to provide high quality, flexible childcare for families from the local communities.

The Nursery Manager will oversee the operation of all aspects and filling vacant spaces and maintaining the highest standards of care and compliance. Ensuring that the best possible environment and care is provided for children to grow and thrive and for staff to work.

Main Duties and Responsibilities

1. To ensure the parent company, Ekaya Housing Association is kept abreast of key performance through regularly quarterly reports to Ekaya's Policy & Performance Committee
2. Responsible for all Ofsted inspections and any action plans arising from these inspections
3. To be responsible for the day-to-day management, staffing of, and smooth running of the Nursery.
4. To develop the ethos for Under Fives and to create a welcoming and family friendly childcare learning environment.
5. To lead in managing the team and to contribute to the strategic planning, monitoring, evaluation and development of the Nursery.
6. To be responsible for implementing and maintaining high standards of care and education of children aged between 0 to five years in accordance with statutory and regulatory requirements.

7. To ensure the EYFS and other associated governance principles are adhered to, promoted, delivered and maintained at all times.
8. To ensure effective communication between stakeholders, Parents Forum, Ekaya's Board, Day Care staff and other partner organisations.
9. Establish, develop and maintain highly professional working relationships with relevant Local Authority Departments, regulatory bodies and other agencies.
10. Create and maintain a culture of self-evaluation, continuous improvement and reflective practise throughout the nursery.
11. To be the Designated Safeguarding Officer within the setting and ensure that all practitioners and support staff have a sound awareness of the Safeguarding Policy (both Company and Local Authority procedures). All staff to understand their role in safeguarding all children. To order and maintain equipment and resources in the Nursery ensuring there is suitable stock available for day-to-day operations at all times.
12. To work together to support the SENCO and staff on all aspects of inclusive practice, behaviour management and special educational needs in the nursery, liaising with the appropriate agencies.
13. To be accountable and responsible for day-to-day financial systems, including income collection directly relating to the day nursery provision.
14. To be apply the admissions policy as agreed by the management team at Ekaya is applied, fairly and consistently at all times.
15. To keep a register and up to date records of all children using the Day Care provision and to give regular feedback to parents about their child's development and progress.
16. To be responsible for organising, training and monitoring students in the day care provision, providing feedback and taking remedial action where necessary.
17. To be familiar with, and ensure all staff are made aware of and adhere to Happy Nursery Day's policies and procedures, and other associated Ekaya policies at all times.

Supervision / Management of People

The Nursery Manager will be responsible for managing, delegating and coordinating, supervision and appraisal of the following staff with the support of the Deputy Manager, and Room leaders:

- Deputy Manager
- Supervisor(s)
- Nursery Practitioners
- Nursery apprentices
- Temporary staff

With support of HR the Nursery Manager will identify staff training needs and facilitate training opportunities as determined by the business and those that are mandatory.

From time to time, there may be a requirement to manage the work of staff appointed for supply work, or on a temporary basis, as well as provide supervision for students on placement.

Creativity and Innovation

- The Nursery Manager will lead on planning and monitoring standards in the nursery and implementing essential policies and procedures. This will require creative thought together with an informed understanding of statutory requirements and best practice for childcare.
- The Nursery Manager must work to Nursery policies in regards to Keeping Children Safe, safeguarding, DBS, recruitment and retention, Health and Safety , Equality, Data Protection and Confidentiality.
- The Nursery Manager will need to understand and implement For under Fives policies and procedures (including Health and Safety) in relation to staff, buildings and resources.

Contacts and Relationships

Working relationships will include the following:

Internal

- Nursery partners
- All staff employed at Happy Nursery Days and those at head office
- Children and their parents
- Students and temporary staff

External

- Ofsted
- Parents and families

The Nursery Manager will be expected to build strong working relationships at every level. Working in partnership with parents and families is highly valued, the Nursery Manager must be approachable, friendly, and able to communicate effectively at all times.

It is important that the Nursery Manager respect the confidentiality and sensitive of family information (subject to child protection policies and procedures) at all times.

Decisions

Discretion

- The Nursery Manager will work closely with the Ekaya, to ensure the day care provision is delivered to a high standard. Information and guidance will be readily available;

however, the Nursery Manager will be expected to work autonomously in relation to the day-to-day management of Nursery. The role requires the confidence to make operational decisions thoughtfully and with a high degree of sensitivity in regards to staff and the needs of children and their families.

- The Nursery Manager will be expected to make recommendations and proposals about service development, service improvement and operational delivery in the Nursery, but not to make substantive decisions or substantive changes to the Nursery.

Consequences

- Decisions made by the Nursery Manager will directly affect the day-to-day quality, availability and flexibility of Day Care for children and families.
- The Nursery Manager will exercise fair and consistent access discretion in line with the Admissions Policy, and will be expected to interpret policies and procedures thoughtfully, consistently and tactfully, and in line with Equalities legislation.

Resources

- The Nursery Manager will have day-to-day responsibility for the planning of Day Care in the Nursery and for the use of other resources, and for ensuring that the daycare provision is clean, safe and welcoming for children, families and staff.
- The Nursery Manager will be an authorised signatory for orders and staff timesheets to an agreed level of delegation.
- The Nursery Manager is the nominated key holder for the Nursery.

Work Environment

a) Work Demands

The Nursery Manager will need to demonstrate effective time and resource management to meet the planned needs of children and families and anticipate demands that might be reasonably foreseen. The Nursery Manager will need to be attentive to a planned timetable whilst retaining the flexibility to be accessible and available to parents and staff. The Nursery Manager will need to make judgments about the delegation of tasks and responsibilities to the Deputy Manager and other Nursery staff.

b) Physical Demands

The work requires normal physical effort which may occasionally involve lifting and handling of training equipment, play equipment and other resources or to be involved in practical activities and physical care of young children.

c) Working Conditions

The Nursery Manager is mainly office/Nursery based, but will be expected to attend meetings & training in other places, as required.

Knowledge and Skills

- Knowledge, understanding and practical experience of Day Care for young children
- Knowledge and practical understanding of child development and parenting
- Knowledge and understanding of legislation and regulations relating to day care for young children and the inspections process for approval of day care settings
- Knowledge and ability to create and implement policies and procedures consistent with legislation, regulations and local requirements
- Able to work independently and to manage own time efficiently
- Experience of managing, supervision and appraisal of staff
- Ability to develop an effective team
- Warm and caring personality – friendly and approachable to families
- Ability to create and implement basic systems for child records and financial records
- Ability to communicate effectively with staff at all levels
- Commitment to the principle that families ‘know best’ about their own needs
- Commitment to equal opportunities for all children and families

This job description should be operated with reference to all of the Association's agreed policies and procedures including Equality , Safeguarding , recruitment Health & Safety and the Staff Code of Conduct.

This job description describes the current duties and responsibilities of the post. No job description can be entirely comprehensive and the post holder will be expected to carry out such duties as may be required from time to time and are broadly consistent with the job description. The job description will be subject to periodic review in the light of experience.

However, as the post evolves, gradual changes to the duties may occur. Where substantial changes occur either which affect other post-holders or the level of responsibility of the post consultation will take place with the staff affected as appropriate.

Signed: _____ Date: _____
(Post-holder)

Signed: _____ Date: _____
(Human Resources)

Happy Nursery Days / Ekaya Housing Association Limited



NURSERY MANAGER

PERSON SPECIFICATION

Education / Qualification

Teaching qualification and/or NVQ Level 3 and /or above Education and Children	Essential
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Relevant qualification in management, or education to a Degree level/ EYP	Essential
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Knowledge

Understanding the needs young children, their parents and carers	Essential
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Sound working knowledge of legislation and practice relating to young children including the Children's Act (1989), Day Care Standards, special educational needs code of practice, Foundation Stage Curriculum and Ofsted	Essential
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Excellent understanding of equal opportunities practice, anti- discriminatory practice and Child Protection policies.	Essential
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Good working knowledge of HR procedures	Desirable
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Good working knowledge of relevant legislation affecting the running of the Nursery, i.e. Health & Safety, Food Hygiene etc.)	Essential
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Knowledge of Children's Act 2004	Essential
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Knowledge of the 'Every Child's Matters' Framework	Essential
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Experience

Minimum three years' post-qualification experience of working in an early year is setting	Essential
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Minimum two years' experience of managing in an early year's education setting, including the implementation and planning a curriculum, child development and learning goals	Essential
A minimum of one years' experience of managing budgets and financial planning, performance management and report writing	Essential
Experience of building / premises management	Desirable
Experience of facilitating the participation of local families in the running and management of projects	Desirable
Experience of marketing and business development	Desirable
Experience of managing staff and volunteers	Essential
Skills / Abilities	
Excellent written and oral communication skills, through a variety of mediums and with a cross range of audiences.	Essential
Organised and logical thinker able to establish and maintain systems and records that meet all the funding and reporting needs.	Essential
Ensure the policies and procedures are up to date for the range of services, writing, amendments, training staff and volunteers and reporting to relevant parties. This is particularly relevant to the effective implementation of the equal opportunities policy and child protection policy.	Essential
Ability to write bids, monitoring forms and reports for funding bodies, the Trustee and at other relevant opportunities to further develop to success of Happy Nursery Days	Desirable
Personal Qualities	
Passionate about the care, education and development of children and their families	Essential
Commitment to community development ideals of participation of local people and ever increasing involvement of disadvantaged group of people	Essential
A visionary, hard-working and committed individual	Essential