



NURSERY MANAGER

Job Description and Profile Teacher role - Main scale Outer London

Reports to: Head of Infant School

Main Purpose of the Role

To plan and deliver effective daily management of the nursery, in accordance with Trust policy, all relevant legislation, plus local authority and OFSTED requirements.

To ensure the provision is of the highest quality; providing a safe, stimulating and caring child-centred environment catering for the children's educational and developmental needs.

To ensure that all agreed quality and safety standards are maintained in the nursery at all times.

Responsibility for the recruitment and overall management of all childcare and other staff.

To liaise closely with parents/carers to ensure high levels of involvement and customer satisfaction at all times.

Summary of responsibilities during the start-up phase:

Develops the curriculum and operating policies/procedures for the nursery

Develops and implements the operational framework and standards to ensure the smooth running of the nursery

Documents all of the above to produce a reference manual for induction training and on-going reference by all staff.

Researches, collates and provides recommendations, within budgetary parameters regarding equipment, etc. for the nursery to the school business manager

Markets the nursery to prospective parents, together with the leadership team

Together with the leadership team recruits additional members of staff and develops/leads their initial team building programme

Key responsibilities and accountabilities:

1. Staff management and development

Leads and manages a team, motivating them with a shared sense of direction, pride and energy.

Responsibility for the recruitment and overall management of all childcare and other staff, including staffing rotas and chairing staff meetings as appropriate. Liaises with the School Business Manager on HR related issues.

Monitors all nursery staff and student placements, to ensure the effectiveness of service delivery in line with the nursery's policies, procedures and core values.

Identifies staff training and developmental needs, planning with the leadership team to ensure these needs are met.

Plans, manages and implements the annual appraisal process, liaising with the Executive Headteacher on the reward and remuneration.

2. Operational control

Develops and manages the operational framework and standards to ensure the smooth running of the nursery at all times. Ensures the required standards, ratios and conditions of registration are maintained at all times.

Monitors occupancy levels to ensure that they are maximised and proactively markets the nursery to meet these objectives.

Ensures that the nursery's procedures on child protection are adhered to liaising with the Designated Safeguarding Lead and local social services as required.

Ensures the highest standard of safety and security within the nursery, in particular that security systems are always fully operational and used properly by all staff. Establishes all appropriate emergency procedures.

Responsibility for all health and safety issues within the nursery, ensuring compliance with the Trust's Health and Safety Policy and procedures at all times.

Operates the highest level of cleanliness and hygiene in within the nursery.

Works with the catering team, to ensure that the meals provided are healthy and nutritious and cater for individual dietary needs.

Responsibility for the day to day management of the premises and services, liaising with the School Business Manager to ensure essential repairs and maintenance of the building are carried out within budgetary limits

3. Budgetary control

Meets the occupancy and revenue targets set by the nursery's directors and manages all day to day costs, to ensure the continued profitability of the nursery.

Collects and records fees, reporting to the School Business Manager in cases of arrears, in line with policy and procedures.

Controls and manages the ordering of supplies and equipment to required standards and within budgetary limits.

Establishes and maintains inventories and records of nursery assets.

4. Curriculum development and good childcare practice

Ensures that the planning and organisation of a quality educational provision is carried out to meet the Birth to Three Matters framework (if applicable) and the Foundation Stage Curriculum.

To develop and implement initiatives that support children ensuring their individual needs are met within the group setting.

Working in partnership with their team, delivers the care standards and educational programme on an on-going basis, taking into account any equality and diversity requirements.

Monitors and evaluates the effectiveness of the curriculum provided and identifies areas for development.

Ensures that individual records of all children's educational developmental progress are kept, based on day to day observations.

Ensures the implementation of the Special Educational Needs Code of Practice and liaises with Havering Council's Early Years Special Needs Advisor in all matters relating to children with special educational needs.

5. Record keeping and reports

Collects and maintains accurate statistical and personal records relating to staff, children and families at the nursery, providing regular reports to Directors, Governors and other relevant parties.

Ensures safe storage and appropriate access for all information, to guarantee compliance with data protection legislation.

6. Parental involvement: managing relationships and sharing information

Builds strong parent/carer relationships through day to day liaison with parents, resolving any issues or complaints as they arise.

Encourages the involvement of parent/carers at all levels in the work of the nursery, including regular reviews of children's progress.

Delivers childcare in a way that meets parents' needs and work in partnership with them providing high levels of customer care at all times.

7. Liaison with outside agencies and other parties

Together with the Executive Headteacher, develops links and a close working relationship with Havering Council's Early Years Team to ensure that the nursery receives all information and support available.

Develops 'learning partnerships' with other industry leading nurseries and childcare organisations, to ensure that provision of care is as high quality and innovative as possible.

Together with the leadership team, maintains a strong, positive relationship with OFSTED

Develops a good collaborative relationship with schools in the local area, plus other providers and members of the local community.

8. General

Attends and contributes regular meetings with the nursery's directors/governors

Undertakes any other duties within the scope of the post as required.

Maintains a flexible approach to the work of the nursery in response to the needs of children, families and staff.

9. Equality Opportunities

Carries out all responsibilities and duties of the post with due regard to the company's Equal Opportunities policy

Qualifications, experience and personal qualities required:

Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, an instructor, or another suitably qualified overseas trained teacher.
Good level of applied literacy and numeracy

A minimum of two years working as a practitioner in a group day care setting for children aged 0-5 years

Knowledge of OFSTED standards and experience of inspections

Excellent communication skills, both written and verbal

Knowledge of health & safety legislation

Achievement orientated with an ability to use own initiative

Well-organised and works autonomously with minimal close supervision

Strong people management skills with the ability to lead and motivate a team

Thorough with strong attention to detail and a commitment to excellence

Proactive and innovative approach to challenges and ideas, plus strong problem solving capabilities

Flexible and receptive to change

Resilience, i.e. maturity, ability to cope with pressure and difficult people

Commitment to the post and to quality early years care and education

Ability to balance and reconcile different interests and respond sensitively to varying needs

Self-confident with strong interpersonal skills

Willing to acquire new skills and undertake further training when necessary

Enjoys working collaboratively as a member of a team

September 2023.