



## 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 and The Head of Prep

Reports in: All nursery staff

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

	<ul style="list-style-type: none"> <li>✦ Manage staff costs with regard to budget projections</li> <li>✦ Maintain accurate records and accounts for the nursery and produce management information as required</li> <li>✦ Control costs in line with agreed budgets</li> <li>✦ 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>✦ Proactively represent the Company and advance its interests in the local community</li> <li>✦ Promote the nursery to current parents and potential customers</li> <li>✦ 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>✦ 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>✦ Be fully aware of emergency and security procedures</li> <li>✦ Be responsible for ensure the nursery remains compliant in respect of suitably trained staff with relevant first aid qualifications</li> <li>✦ Be responsible for ensuring that all staff receive health and safety training</li> <li>✦ Adhere to the health and safety policy and procedures</li> </ul>
	<b>GENERAL</b>
	<ul style="list-style-type: none"> <li>✦ 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>✦ Adhere to all Company policies and procedures</li> <li>✦ Undertake an enhanced DBS check with access to the children’s barred list</li> <li>✦ Undertake any other duties as reasonably requested by management</li> </ul>

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

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

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.

Name:

Signed:

Date:

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).