

# **Nursery Manager**

## **Job Description**

### **Grade: GR4**

#### **1. Job Purpose**

- 1.1 To be responsible for the development and daily management of the Nursery providing a safe, caring and stimulating environment for children 0 – 5 years of age
- 1.2 To build links and work in partnership with parents, carers and professionals to promote the well-being of the children
- 1.3 To develop and implement Early Years curriculum plans
- 1.4 To develop, implement and review the policies, procedures and practices within the Nursery

#### **2. Key Responsibilities**

- 2.1 Undertake the daily management of the Nursery to ensure that high standards are developed and maintained throughout and provide appropriate activities to ensure that, whilst in the Nursery, children receive physical, emotional, social and intellectual development, giving consideration to families ethnic, cultural and linguistic backgrounds whilst maintaining relationships with parents and carers on the admission, care and education of children to ensure that the diverse needs of the children are met.
- 2.2 Participate in the recruitment and selection of Nursery staff making sure that those appointed are qualified and possess the skills required to work in the nursery. Maintain records and liaise with Personnel to ensure that all staff have contracts and the correct procedures relating to employment e.g. DBS checks are followed and organise Nursery staff in the provision of developmentally suitable and varied activities to ensure that children receive the appropriate care
- 2.3 Keep abreast of legislation, guidelines; policies etc. to ensure the Statutory Framework for the EYFS are met at all times. Develop and regularly review a set of policies and procedures to be followed within the Nursery to ensure compliance with legislation and regulations and

be aware of H&S regulations to ensure the Nursery is kept to the required standard of cleanliness and hygiene and be responsible for all Health and Safety matters in the Nursery to ensure the wellbeing of children, staff and visitors

- 2.4 Assist the management board in securing OFSTED registration in order to provide consistent quality of service and be responsible for the preparation for OFSTED inspections and action any recommendations that may result from inspection to ensure that the Nursery is run within National guidelines
- 2.5 Monitor the number of places being used in the Nursery; receive initial enquiries for places, issue information and ensure that all forms are completed correctly before admission in order to ensure that the Nursery is run efficiently. Oversee the purchase and maintenance of apparatus etc. to ensure the Nursery is suitably equipped within the allocated budget and maintain up to date records of resources and accurate financial records to ensure that the financial procedures are adhered to and income and expenditure is kept within budget
- 2.6 Support staff in the development and maintenance of appropriate planning, observation and assessment procedures to ensure a consistent service and develop, with staff, a recording system for individual children which can be shared with parents and other professionals and agencies enabling improvements to working methods and service. Ensure that appropriate records and administration systems, including the children's, families, staffing, registers, health and safety, sickness records etc., are maintained to ensure confidentiality of information
- 2.7 Supervise and provide advice, guidance and training to students, trainees and others on work placements or work experience in order that they receive the appropriate support and guidance and establish relationships with colleges and schools as necessary in order that their activities are co-ordinated
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- 2.9 Act as the Designated Safeguarding Lead (DSL) working with other professionals in the identification and monitoring of child abuse and the management of appropriate care programmes ensuring that the City Councils guidelines for Child Protection are adhered to and develop relationships with external agencies and professionals to ensure adequate care of the children is maintained
- 2.10 The post holder acts as a role model to all who visit and work in the Nursery so high standards of professionalism must be maintained at all times
- 2.11 The post holder will be expected to attend staff meetings and training sessions as required to maintain and develop professional skills and competencies
- 2.12 The post holder must have the capacity to plan ahead anticipate potential difficulties and establish a course of action
- 2.13 The post holder must have an extensive understanding of the Statutory Framework for Early Years Foundation Stage and be conversant with Development Matters in the EYFS
- 2.14 An awareness of child protection issues and procedures is essential
- 2.15 The post holder must have effective communication skills to be able to inform, persuade, inspire and motivate pupils and staff and provide feedback to other professionals and parents, students, trainees etc.
- 2.16 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.17 To ensure all tasks are carried out with due regard to Health and Safety
- 2.18 To adhere to the ethos of the organisation
  - 2.18.1 To promote the agreed vision and aims of the nursery
  - 2.18.2 To set an example of personal integrity and professionalism
  - 2.18.3 Attendance at appropriate staff meetings and parents' evenings
- 2.19 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

### 3. Supervision Received

3.1 Supervising Officer's Job Title:

3.2 Level of supervision:

- ~~1. Regularly supervised with work checked by supervisor~~
- ~~2. Left to work within establishment guidelines subject to scrutiny by supervisor~~
3. Plan own work to ensure the meeting of defined objectives

### 4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

### 5. Special Conditions

5.1 None

### Person Specification

#### Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.	Minimum of NVQ level 3 qualification or equivalent in Early Years and Childcare development	AF/C
	Possess or be willing to obtain Paediatric First Aid Certificate	AF/C
<b>Experience</b> Relevant work and other experience	Minimum of 2 years supervisory or management experience in an early years and childcare setting	AF/I
	Understanding financial policies and procedures	AF/I

	<p>together with experience of budget monitoring and control</p> <p>Experience and understanding of multi-agency and partnership working</p> <p>Experience of basic technology (computer, video, photocopier)</p> <p>Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
<p><b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.</p>	<p><b>*Delete if not applicable</b> *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b></p>	
<b>Training</b>		
<b>Other</b>		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

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Date:

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