

asquith day nurseries

JOB DESCRIPTION

Nursery Manager

REPORTS TO Operations Manager



Scope of Position

- To ensure that all children attending the setting are kept safe and receive rich and stimulating play experiences appropriate to their age and stage of development.
- To recruit, support, train and appraise all staff to ensure high quality childcare practice and to develop staff teams and individual practitioners.
- To effectively manage the day-to-day running of the nursery including financial operations.
- To ensure all legislation in relation to regulatory bodies, inclusion, safeguarding and health and safety is complied with and that company policies and procedures are adhered to and implemented.

Key Responsibilities

Childcare and Education

- Promote high standards of quality within the nursery regarding the environment and resources for children, experiences offered to children and planning and record keeping.
- Lead in the implementation of the relevant curriculum.
- Promote and facilitate partnership with parents/carers and other family members.
- Support the development of good practice with regard to special needs and inclusion.
- Ensure that children are kept safe and that staff understand, and when necessary follow, Safeguarding Procedures.
- Oversee the nutritional needs of the children and that Food Safety Regulations are complied with.
- Promote and facilitate multi-agency working with area SENCOs, advisory teachers, health professionals and local Authority programmes. Comply with the statutory framework set out by the relevant Regulatory Body and relevant

legislation including the Children Act 1989 and 2004 and company policies and procedures at all times.

- Establish, develop and maintain highly professional working relationships with relevant Local Authority Departments, regulatory bodies and other agencies.
- Remain abreast of current developments in childcare and education policy and practice.
- Ensure that staff are following the key person procedures in line with company policy and The Curriculum.

Health and Safety

- Undertake a shared responsibility for health, safety and cleanliness throughout the nursery.
- Ensure the general cleanliness of the children at all times
- Adhere to all Health and Safety policies and procedures.
- Be fully aware of all emergency and security procedures e.g. fire precautions, security, dropping off and collection of children.
- Ensure the highest standard of hygiene and cleanliness in the bedding and nappy changing area and food surface areas.
- Be responsible for first aid in the setting.
- Implement Health and Safety policies with in the nursery with support from the Risk Management team. To audit, evaluate and manage risk and ensure that any actions given by the Risk Management team are passed to staff and implemented immediately.
- Be responsible for ensuring the nursery remains compliant in regards to suitably trained staff with relevant first aid qualifications.

Operational

- Promote the nursery to current parents and potential customers.
- Ensure accurate reporting with regards to marketing, occupancy and quality and standards.

- Facilitate inspections by regulatory bodies and implement any recommendations.

Financial

- Maintain accurate accounts for the nursery and produce management information as required.
- Ensure the accuracy of staff Rosta and payroll administration.
- Monitor staff costs with regard to budget projections.
- Monitor and report Petty Cash and be responsible for the collection and recording and banking of fees.

Staff

- Carry out the recruitment of, and induction procedure for all new staff.
- Maintain accurate staff records.
- Support and supervise all staff with their day to day duties.
- Oversee supervisions and hold annual appraisals with all staff in accordance with company policy.
- Identify training needs, develop a training plan and evaluate training undertaken by staff.
- Support Personal Development Plans
- Work in consultation with Human Resources in Disciplinary and Grievance investigations and meetings with regard to staff.
- Be responsible for participating in all self-development activities including appraisals, supervisions etc.

Communication

- Develop and promote parental partnership and involvement.
- Ensure good communication between all users of the nursery.
- Establish and maintain communication links with outside agencies.
- Co-ordinate/lead regular staff meetings, planning meetings and parents meetings and other events including organising agendas and minutes.

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General

- Be responsible for all administrative duties associated with the management of the facility, such as, maintaining records on children and families, ordering equipment, maintaining inventories and keeping personnel records.
- Ensure all computer systems are up to date and inline with company policies and procedures including staff Rosta and Nurserycare.
- Adhere to all company policies and procedures.
- Ensure the company's policies on diversity and equal opportunities are adhered to.
- Undertake any other duties as reasonably requested by line management.

Person Specification

Essential Criteria	Desirable Criteria
Relevant Experience	
A minimum of 3 years post qualifying experience in a full day care setting	
A minimum of 2 years experience in a supervisory role in the delivery of services for young children	Experience as a Nursery Manager
Experience of leading and supporting staff teams to improve practice	Experience of quality assurance
Experience of Financial Management and Budget Planning	
Education and Training	
A Childcare and Education qualification equivalent to NVQ level 3	A higher level qualification in Early Years Childcare and Education/Childhood Studies
	A Management Qualification
	Current First Aid at Work Qualification
Knowledge	
A sound knowledge of child development for children from birth to five years	
An understanding of the Early Years curriculum	
An understanding of a play based approach to children's learning and development	A knowledge of research related to childcare and education
Knowledge and understanding of the statutory framework for the relevant statutory regulations and the inspection processes of regulatory bodies	
Knowledge and understanding of the key legislation related to childcare and education	
Understanding of the role of the 'Key Person'	
A sound knowledge of safeguarding procedures	
Skills and Abilities	
Excellent communication skills both written and verbal	
Ability to develop effective relationships with colleagues, parents and outside agencies	
Effective leadership skills	
The ability to plan and organise workload	
The ability to use computers and software packages	
Other Requirements	
An understanding of and commitment to equal opportunities	
An understanding of Health and Safety in the workplace	
A willingness to undertake further relevant training including some evenings and weekends	
A willingness to support at other settings as reasonably required	