

Job Description: Gingerbread Nurseries and Playgroups

Title: Nursery Manager

Reports to: Area Manager and Nursery Charity Committee

Based at: Launde House, Harborough Road, Oadby, Leicester, LE2 4LE

Job Purpose:

1. To promote the aims and objectives of the nursery for children from birth to 5 years.
2. Implement and lead the Early Years Foundation Stage Framework and any other legal/statutory framework
3. To work closely with the Area Manager in order to direct and support staff in setting nursery standards
4. To provide a high standard of childcare and education - to include the monitoring and review of provision, this includes providing a safe, caring, environment to enable the emotional, social and educational development of children, through individual attention and group activities.
5. To guide and direct a growing establishment and further grow awareness of the nursery.
6. To act as ambassador and lead by example by implementing smooth running of the nursery, being "the face" of the setting and demonstrating positive and encouraging behaviours.

Key responsibilities and accountabilities:

1. Responsibility for the daily running and administration of the nursery whilst adhering to the policies and procedures, ensuring compliance with the Children Act and Health and Safety legislation, all within the requirements and guidelines laid down by Ofsted.
 - a. Ensure the welfare and safety of children is paramount within the setting and any child protection concerns are always appropriately acted upon, immediately, following LSCB guidelines.
 - b. Implement and review policies for the nursery
 - c. Plan and organise staff rota's and holidays, whilst maintaining adequate staffing ratio levels in accordance with Ofsted and nursery procedures.
 - d. Own responsibility for the Health and Safety standards appropriate for the needs of young children and ensuring staff compliance and awareness.
 - e. Ensure high standards of hygiene and cleanliness are maintained throughout the nursery at all times.
 - f. Keeping and monitoring accident, incident and risk assessment records. Ensuring
 - g. that the preparation, care, cleanliness and maintenance of the nursery playrooms, kitchen and equipment are carried out according to the policies and procedures and risk assessments.
 - h. Ensuring the effective and regular removal of waste materials to the designated store and ensuring regular collection of that waste.

- i. Having key-holder responsibility.
 - j. Ensuring confidentiality is maintained in the nursery.
 - k. Ensuring a tier system of management is in place and that duties are delegated fairly.
 - l. Maintaining staff ratios and ensuring staff are deployed effectively to carry out the correct preparation of bottles and babies' feeds, nappy changes, laundry duties and supervision of meals.
 - m. Act as nursery ambassador and lead by example.
2. Ensuring effective staff recruitment. Supervision of staff and placements/ students, conducting regular staff assessments, recognising training needs, monitoring training and developing teamwork. Organising regular staff meetings and in-service training.
- a. Attend relevant training, conferences and meetings to support self-professional development as well as supporting staff development, by keeping up to date with childcare and education practice.
 - b. Owning a level 5 qualification in childcare or working towards the qualification.
 - c. Lead a team of professional nursery practitioners to ensure good practice at all times, including staff induction, supervision and appraisal.
 - d. Liaise with agencies, HR and Area Manager as and when required. Ensure
 - e. a comprehensive planned monthly staff meeting.
 - f. Support staff development needs by offering clear guidance and direction, and correct comprehensive training. To offer the same to students and nursery volunteers in placement.
3. Supervision of the planning and preparation of activities to develop all aspects of the child's individual development in stimulating atmosphere. Ensuring developmental records and observations are kept.
- a. Offering all children equal opportunities with regards to their religious persuasion, racial origins, disabilities, cultural or linguistic background; in particular, challenging situations where racism or discrimination is displayed.
 - b. Guide all team members with the early identification and intervention for children who may benefit from additional support regarding their physical, emotional and intellectual needs and development.
 - c. Liaison with parents and/or carers, giving them a high standard of customer service, including regular progress reports.
 - d. Ensure a high level of responsibility for implementing and monitoring systems of observation, to enable children's progress and achievements, and to be regularly and effectively assessed and recorded.
 - e. Liaise and facilitate close partnerships by working with parents/carers and staff to help ensure that the particular needs of children are met and that parental choice is considered in terms of care given.
 - f. Demonstrate a committed attitude by planning and arranging regular parents' evenings, publicity, open weekends and children's outings and ensuring effective marketing and fundraising outside of normal working hours, as required.

4. Administration and finance of all nursery activities as directed by Area/Operations Manager to manage budgets, and keep accurate records of staffing, pay roll, banking, petty cash, fundraising and all other activities as requested. Issue of invoices and collection of fees, and meeting targets. Working alongside the nursery admin and supervising documented records.
 - a. Overlooking and supporting administrative procedures involving, registration, place allocation, and other related matters.
 - b. Ensure efficient upkeep of the building and maintenance, stock of equipment and furnishings and fittings, whilst keeping record of expenditure and using budget allocation effectively.
 - c. Negotiation of working targets ensuring effective communication within the nursery.
5. Any other duties appropriate to the post as directed by the Area/Operations Manager and Committee.

Person Profile: Nursery Manager

Attributes	Criteria	Assessment Identification	Standard Requirement
Education and Training			
	Level 5 qualified	A	Essential
	Leadership and Management qualification	A	Desirable
	Evidence of upkeep in personal development training	A,I	Essential
	To gain a recognised professional status i.e. Early Years Professional Status (EYPS)	A, I	Desirable
	Up to date Paediatric First Aid certificate	A, I	Essential
	Basic Food Hygiene	A	Desirable
Relevant Experience			
	Substantial post qualifying experience in working with children	A, I, TP	Essential
	Experience of implementation of EYFS	A, I, TP	Essential
	Experience in working in partnership with parents/ carers and family members	A, I, TP	Essential
	Experience of working with budgets	A,I	Desirable
	At least 2 years' management experience	A, I, TP	Essential
General and Special Knowledge			
	Good knowledge of legislation relevant to Early Years such as EYFS, SEND, safeguarding, Childcare Act 2006 and Health and Safety	A, I, TP	Essential
	Knowledge of Child Development and children's needs	A, I, TP	Essential
	Good knowledge on policies and procedures in relation to equality and inclusive practices.	A, I	Essential

Skills and Abilities			
	Ability to communicate effectively across all levels of employment and including other professionals, parent/carers and children	A, I, TP	Essential
	Able to be an effective leader and work as part of a team	A, I, TP	Essential
	Possess a strong ability of excellent report writing, presentation skills, computer literacy, applications	A, I, TP	Essential
	Excellent time management skills organization skills	A, I, TP	Essential
	Ability to work with budgets and spreadsheets	A,I	Desirable
	Ability to support the effective marketing of the setting in order to maximise the occupancy levels and income	A,I	Essential
Additional Factors			
	Understanding of Equal Opportunities	A, I, TP	Essential
	Awareness of Health and Safety and practical Hygiene issues	A, I, TP	Essential
	Ability to adapt and show willingness and flexibility to take on other responsibilities or duties as deemed necessary	A, I, TP	Essential

Benefits:

- Paid time off over Christmas
- Employer pension contribution
- Enhanced holiday entitlement that increases with service
- Childcare provision with substantial discounts
- Employer paid training programs and career progression opportunities

Hours of work:

Full time