



## **JOB DESCRIPTION**

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|------------------------|------------------------------------|
| <b>Job Title:</b>      | Nursery Manager                    |
| <b>Qualification:</b>  | Level 3 in Childcare or equivalent |
| <b>Experience:</b>     | Two year in a Senior Position      |
| <b>Location:</b>       | Scribbles Day Nursery, Beacon Park |
| <b>Responsible to:</b> | Nursery Director                   |

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### **Job Summary**

The post holder will be someone who is an inspirational leader and able to maintain and develop highly effective staff members.

You will need to be a positive role model to be able to support the nursery team and show a commitment to providing the very best care and education at all times.

You will provide excellent support, coaching and training to staff to maintain consistently high-quality care and education throughout the nursery. Ensuring that all children make excellent and sustained progress.

To ensure the effective daily management of the nursery alongside the Senior Management Team and Deputy Nursery Manager, to have a sound knowledge of all company policies and procedures, statutory welfare requirements and Ofsted expectations and requirements, and to ensure that these are maintained at all times.

### **Operational**

- Responsibility for the commercial success of the nursery, including administration and day to day operations of the nursery
- Key holder responsibility and security
- Ensuring the nursery meets the required standards, ratios and conditions of registration
- Adhering to Company Policies and Procedures and complying with the Children's Acts of 1989 and 2004
- Possessing a thorough knowledge of Ofsted standards and effectively implementing these requirements
- Maintaining liaison with all relevant authorities to meet their reporting criteria
- Supporting and monitoring statutory framework and curriculum
- Ensuring the nursery offers an environment which reflects the cultural diversity of all children
- Monitoring the completion of children's developmental and observation records
- Creating and maintaining a successful partnership with the local authority
- Adhering to the Company reporting procedures

- Organising and attending a minimum of two parents/carers' evenings per year
- Organising and attending events that publicise the nursery; these may include fundraising charity events and open weekends
- Developing and maintaining links within the local community to create a positive nursery profile
- Offering a healthy and balanced menu revising for summer and winter
- Creating and maintaining successful and professional partnerships with parents/carers
- Any other duties appropriate to the post as directed by senior management
- To ensure that safeguarding procedures are followed in line with Local Authority and Company procedures.
- To support the Management Team in leading the nursery to reach an Outstanding grading with Ofsted.
- To contribute to a rigorous action plan that supports the development of the nursery as a whole.

### **Personnel**

- Following Company procedures to ensure effective and fair recruitment and, where applicable, promotion of employees
- Ensuring all employees together with students, volunteers and regular visitors to the nursery have an up-to-date DBS Disclosure
- Maintaining accurate personnel records for all employees
- Carrying out effective employee inductions and holding one to one and appraisal meetings
- Identifying and addressing staff training needs
- Effective performance management of employees; if necessary, invoking the Company disciplinary process
- Carrying out disciplinary procedures and undertaking investigations where necessary
- Maintaining appropriate levels of qualified/unqualified employees within the nursery
- Deploying staff effectively to maintain the correct staff ratios
- Providing leadership and day to day management for the nursery staff
- Cascading effectively to all employees changes to documents/procedures as directed by the Company
- Providing a positive role model to the staff team
- Following Company procedures for the positive management of children's behaviour
- Leading, managing and developing the nursery team ensuring that each staff member makes a positive contribution to the success of the nursery
- Chairing and attending, organising and facilitating regular staff meetings
- Facilitating and attending regular internal and external training
- Ensuring appropriate Job Description and Induction, and new contract if necessary, are given when staff are requested to fulfil other positions

### **Financial**

- Effectively managing the nursery budget
- Liaising effectively with Business Management Team
- Monitoring parental accounts to ensure the timely collection of nursery fees
- Preparing fee and salary proposals annually to be submitted for review and implementation
- Overseeing and delivering information accurately using the nurseries' IT system
- Work in partnership with the Management Team to ensure that debt is managed effectively, and parents are spoken to as required.

### **Sustainability**

- To support business decisions made by the Senior Management Team to ensure sustainability is maintained.
- To work in partnership with the Senior Management Team to ensure that the nursery is effectively marketed and that you act as an advocate for the setting.
- To lead on excellent levels of customer service to all visitors.
- To conduct showarounds of the setting and share the ethos and childcare practice of Scribbles when needed.

### **Health and Safety**

- Complying with Health and Safety legislation
- Ensuring a robust procedure is in place for the management of children's allergy and dietary requirements.
- Remaining aware and observant of all health and safety issues in the nursery and where possible reducing the risk of an accident occurring through preventative actions
- Maintaining the highest standards of cleanliness/tidiness within the nursery
- Carrying out Health and Safety checks as outlined within Company Policies and Procedures
- Adhering to Health and Safety procedures including the carrying out of risk assessments
- Being aware of the outcome of risk assessments and fully implementing the specified controls
- Keeping and monitoring accident and incident records and ensuring all the relevant reports are submitted to the regulative bodies
- Ensuring the Company medicine procedures are adhered to
- Maintaining allergy management systems in line with Company policy
- Any other reasonable duties as required by the Nursery Director.

*Please note that this job description is not an exhaustive list of duties but merely a guide to the responsibilities of the post holder. Then post holder may be required to undertake additional duties within the sphere of their competence.*

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I hereby agree to abide by and implement all tasks outlined in the above-mentioned job description. If at any time I do not understand or need further clarification I will communicate with the Manager or Deputy Manager.

Name:

Date:

Sign: