**Date of appointment**: February 2018

**Responsibilities as a Nursery Manager**

**The Role**: The Home Farm Day Nursery Manager is responsible to the Head of Pre Prep for the efficient running, development and performance of the Nursery, directing, as appropriate, the work of colleagues to ensure successful and effective teaching and learning, and promoting the nursery to pupils and parents.

**Reporting**: The Home Farm Day Nursery Manager reports on a day-to-day basis to the Head of Pre

Prep who in turn reports to the Headmaster.

**Areas of Responsibility and Key Tasks**

**Planning, Teaching and Class Management**

* To plan and deliver effective daily management of the nursery, in accordance with Company policy, all relevant legislation, plus local authority and OFSTED requirements
* To be the lead safeguarding officer for Home Farm Day Nursery
* To ensure the provision is of the highest quality; providing a safe, stimulating, caring and enjoyable child–centred environment catering for the children’s educational and developmental needs
* To ensure that agreed quality and safety standards are attained and maintained at all times
* To be responsible for curriculum planning within Home Farm Day Nursery
* To manage all areas of the provision, including: staffing levels, budgets, health and safety, SEND, curriculum and marketing
* To play an active role in maintaining and developing links between Home Farm Day Nursery and Swanbourne House School Day Nursery

**Responsibilities as Manager**:

* **Staff management and development**
	+ Leads and manage the team, motivating them with a shared sense of direction, pride and energy
	+ In concert with the Head of PP and the Business Manager, conduct appropriate HRM[[1]](#footnote-1) for all current and new staff
	+ Manage daily staff rotas, ensuring all changes are notified the Accounts Department on a regular basis
	+ Monitor all nursery staff and student placements, to ensure the effectiveness of service delivery in line with the nursery’s policies, procedures and core values
	+ Develop and maintain a bank of nursery staff to provide cover for all occasions
* **Operational control**
	+ Develop and manage the operational framework and standards to ensure the smooth running of the nursery at all times
	+ Ensure the required standards, ratios and conditions of registration are maintained at all times
	+ Monitor occupancy levels to ensure that they are maximised and proactively market the nursery to meet these objectives
	+ Ensure that the required procedures for safeguarding are strictly adhered to, liaising with the DSLs and local social services as required
	+ Ensure the highest standard of safety and security within the nursery at all times, in particular that security systems are always fully operational and used properly by all staff and parents
	+ Establish and practice on a regular basis appropriate emergency procedures
	+ Ensure, in liaison with the Business Manager, compliance with the Company’s Health and Safety Policy and procedures at all times
	+ Operate the nursery to the highest level of cleanliness and hygiene
	+ In liaison with the Business Manager ensure essential repairs and maintenance of the building are carried out within budgetary limits
* **Budgetary control**
	+ Meet the occupancy and revenue targets set by the Board and manage all day to day costs, to ensure the continued profitability of the nursery
	+ Accurately record all sessions and agreed fees in QI Feesability, set in place procedures for the early and robust chasing of late payment of fees reporting to the Accounts Department in cases of arrears
	+ Oversee and liaise with the Nursery Cook on menu planning ensuring the children receive a healthy, nutritious, multi-cultural diet, catering for individual dietary needs and that the ordering and delivery of food minimises waste
	+ Control and manage the ordering of supplies and equipment to required standards and within budgetary limits
	+ Establish and maintain inventories and records of nursery assets
* **Curriculum development and good childcare practice**
	+ Ensure that the planning and organisation of a quality educational provision is carried out to meet the Birth to Three Matters framework and the Early Years Foundation Stage Curriculum
	+ Develop and implement initiatives that support children ensuring their individual needs are met within the group setting
	+ Working in partnership with your team, deliver the care standards and educational programme on an on-going basis, taking into account any equality and diversity requirements
	+ Monitor and evaluate the effectiveness of the curriculum provided and identify areas for further development
	+ Ensure that individual records of all children’s educational developmental progress are kept, based on day to day observations
	+ Ensure the implementation of the Special Educational Needs Code of Practice as required
* **Record keeping and reports**
	+ Collect and maintain accurate statistical and personal records relating to staff, children and families at the nursery, providing regular reports to the Head of Pre Prep and other relevant individuals
	+ Ensure safe storage and appropriate access for all information, to guarantee compliance with data protection legislation
* **Parental involvement**
	+ Build strong parent/carer relationships through day to day liaison with parents, resolving any issues or complaints as they arise
	+ Encourage the involvement of parent/carers at all levels in the work of the nursery, including regular reviews of children’s progress
	+ Deliver childcare in a way that meets parents’ needs and work in partnership with them providing high levels of customer care at all times
* **Liaison with outside agencies and other parties**
	+ Together with the Head of Pre Prep, develop links and a close working relationship with Buckinghamshire Council’s Early Years Team to ensure that the nursery receives all information and support available.
	+ Develop ‘learning partnerships’ with other industry leading nurseries and childcare organisations, to ensure that provision of care is as high quality and innovative as possible
	+ Together with The Head of Pre Prep, maintain a strong, positive relationship with OFSTED
	+ Develop a good collaborative relationship with the Pre Prep Nursery
	+ Maintain strong positive relationships with the nursery’s neighbours, quickly resolving any difficulties that arise or escalating to the Head of Pre Prep as required
* **General**
	+ Attends and contributes to regular operational and strategy meetings with the Head of Pre Prep
	+ Undertakes any other duties within the scope of the post as required
	+ Maintains a flexible approach to the work of the nursery in response to the needs of children, families and staff
	+ To attend any conferences, training events or meetings required to keep up to date with current good practice

This non-contractual job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years (as part of the appraisal process) and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school’s Child Protection Policy Statement at all times.

If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the Head.

1. HRM – Human Resource Management includes all recruitment, employment, training, promotion, appraisal and welfare of staff. [↑](#footnote-ref-1)