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| **JOB DESCRIPTION** | | |
| **KEY INFORMATION ON THE ROLE** | |  |
| **Position Title** | **Nursery Manager** |
| **Reports To (title)** | **Head of Business** |
| **# Direct Reports** | **Teaching Assistants, other support staff** |

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| **SECTION I: JOB PURPOSE** | |
| Reporting to the Head of the business, the purpose of the role is to lead and manage overall day to day academic and operational functions of the Nursery including: delivering the vision of the group; maximizing the number of children, enrol in various programs; recruitment, retention and development of staff; overseeing day-to-day financial systems with the head office support teams. | |
| **SECTION II: KEY RESPONSIBILITIES** | |
| **Key Responsibilities:** | **Planning, Delivering & Compliance:**   * Plans different strategies in terms of enrolment and growth of the Nursery while ensuring compliance with the Financials of the Head office. * Develops and deliver a balanced EYFS curriculum within the set principles. Ensures that quality assurance and compliance is maintained with all applicable legislation, including Health and Safety, within the Nursery environment. * Creates and implements a child-centred programme that encompasses all developmental areas. * Ensure that the state and standard of premises, resources and equipment is maintained at the highest quality standards, and are compliant to the regulations of the Ministry of Social Affairs (MoSA) &/or Knowledge and Human Development Authority (KHDA), Dubai Health Authority (DHA), Dubai Municipality (DM), and other government authorities.   **Admission, Enrolment & Event management:**   * Ensures that prospective parents are well informed about the vision, mission and future growth of the Nursery. Ensures that admissions are in line with the admissions policy. * Organises events and activities supporting the active participation of parents/caregivers. * Conducts assessment system of the child’s development and organising termly parents-teacher’s meetings.   Ensures and monitors Teachers’ qualifications are in accordance with their level and for organizing on- going training in and out of the Nursery provision.   * Implements nursery’s Equal Opportunities Policy in all aspects of the service, promote, and implement inclusion for children with special educational needs. |
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| **SECTION III: KNOWLEDGE AND SKILLS** | |
| Minimum Educational Qualifications Required for the Role | B.Ed. PGCE , BA in Early Childhood Studies |
| Minimum Years of Experience Required | 3 years Nursery experience and at least 1-year leadership experience. |
| Nature of Relevant Experience Required | Candidates with a passion for childcare and teaching experience with children either |
| Language Skills | English |
| Special Skills and Abilities | Planning, administration, team work, training, coaching |
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| **SECTION IV: KEY INTERACTIONS** | |
| **Key Internal Contacts** | **Purpose and Frequency of Interaction** |
| Head Teacher/Principal | Daily, reporting purpose |
| Students | Daily |
| **Key External Contacts** | **Purpose and Frequency of Interaction** |
| Vendors | As needed |
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| **SECTION V: WORKING ENVIRONMENT** | |
| Working Conditions | Normal working condition |

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| **JOB DESCRIPTION DOCUMENTATION** | | | |
| Documented By: |  | Signature & Date: |  |
| Reviewed HOD: |  | Signature & Date: |  |