

JOB DESCRIPTION

Manager

The Facts

- The role is a minimum of 40 hours per week.
- 28 days Annual Leave PA (inc: 8 bank holidays and 1 week between Christmas & New Year.)
- We operate a three month notice period.

Person Spec (Required)

- Minimum NVQ Level 3 or above.
- Fluent in Spoken & Written English.
- Dedication to maintain an environment which fosters continuous improvement.
- Willingness to go the extra mile.
- Ability to manage a team of people.

Person Spec (Desired)

- A minimum of one years management experience.
- Willing to commit to the position long term.

Benefits for Staff

- Staff Bonus Scheme.
- In house Training 3x PA minimum,
- Funded DBS, Paediatric First aid and Safeguarding.
- Staff outings & Parties.



Main Responsibilities

- To report to the Nursery Owner.
- Responsibility for the daily running and administration of the nursery whilst adhering to the Policies & Procedures ,ensuring compliance with the Children Act and Health and Safety legislation, all within the requirements and guidelines laid down by Ofsted/CSIW and the National Standards.
- Ensuring confidentiality is maintained in the nursery.
- Having key-holder responsibility.
- Offering all children equal opportunities with regard to their religious persuasion, racial origins, gender, disabilities, cultural or linguistic background; in particular, challenging situations where racism or discrimination is displayed.
- Ensuring effective staff recruitment.
- Supervision of staff and students, conducting regular staff assessments, recognising training needs, monitoring training and developing teamwork. Organising regular staff meetings and in-service training and staff outings.
- Care and supervision of the children with regard to their physical, emotional and intellectual needs.
- Ensuring that all children's individual needs are being met within the setting and that all children are making expected progress.
- Supervision of the planning and preparation of activities to develop all aspects of the child's individual development in a stimulating atmosphere.
- Ensuring developmental records and observations are kept.
- Ensuring that the preparation, care, cleanliness and maintenance of the nursery playrooms, kitchen and equipment are carried out according to the Policies & Procedures and risk assessments.
- To help ensure the nursery meets all OFSTED requirements.
- Liaison with parents and negotiation of working targets ensuring effective communication within the nursery.
- Ensuring a tier system of management is in place and that duties are delegated fairly. Maintaining staff ratios and ensuring staff are deployed effectively to carry

out all necessary duties.

- Keeping and monitoring accident, incident and risk assessment records.
 - Arranging and attending regular parents' evenings, publicity, open weekends and children's outings and ensuring effective marketing.
 - Supporting staff in becoming reflective practitioners and fostering an environment with a sustained capacity for continuous improvement.
 - Conducting meetings with parents and key workers relating to transitions, children's progress and behaviour management.
 - Ensuring the effective and regular removal of waste materials to the designated store and ensuring regular collection of that waste.
- Any other duties appropriate to the post as directed by the Area Manager and Managing Director.
- Any other duties required to ensure the running of the nursery that may arise .