



REPTON SCHOOL



JOB DESCRIPTION

Position /Designation: Nursery Manager	Department: Academic Support
Reporting to ▪ Chief Operation officer/ Academic Head	Reportees

EARLY CHILDHOOD CENTRE MANAGER	
Qualification Requirements	Required Experience
<p>EXPECTED TO HAVE:</p> <ul style="list-style-type: none"> a bachelor's degree, and preferably working towards a post-graduate qualification in early childhood education <p>OR</p> <ul style="list-style-type: none"> professional certification* in leading an early learning center (for example: level five vocational qualification) 	<p>3+ years' experience in an early childhood setting</p>

Nursery Manager

Reports to – Chief Operation officer/ Academic Head

Main Purpose - The Nursery Manager will be expected to provide high quality and flexible childcare for families from the local communities.

Job Purpose - The Nursery Manager is the named suitable person in charge of the nursery and responsible for all operational and regulatory aspects, building a vision which is shared by the whole team. The Manager will effectively lead, inspire potential and engage their team to deliver exceptional care and education whilst articulating the attributes of the Dovecote Brand. The Manager will work in collaboration with others to ensure the effective delivery of the customer proposition to further drive demand for our services and to build a financially strong and successful organisation.

Responsibilities

- Recruit suitable people, encouraging a diverse workforce. Induct, support, and train all staff to ensure a high-quality childcare practice
- Support staff retention and team building through effective communication, succession planning and team engagement
- Spend time role modelling within the staff teams to reflect on practice and improve the quality of care and education
- Conduct yearly performance appraisals establishing training and development needs including supervisions and regular one to ones
- Demonstrate the HEART principles in everyday working life
- Always considering a BOLD customer proposition and offering unique experiences for our parents and children to achieve parent retention
- Lead the promotion of parent partnership by developing a parent advisory committee to facilitate communication, share information, and allow parent input
- Establish an open forum for communication with staff and parents and respond to any feed back
- Have a child centered approach to the running of the service, ensuring the observation and planning process meets the needs of all children and their interests

- Be highly visible to staff, assume responsibility, and work in line with the BHFS leadership capabilities
- Daily management and monitoring of all health and safety practices and progress checks
- Demonstrate and ensure good practice and compliance with the revised EYFS Framework (curriculum requirements) through adherence to Health and Safety policies and procedures.
- Understand the importance of keeping everybody safe and act as a designated person for safeguarding children
- Deploy staff effectively to maintain staffing ratios in accordance with statutory regulations and budgets
- Understand quarterly occupancy targets and profitability and help to meet these by generating effective marketing activities and being aware of local competitors
- Administer, maintain, monitor and report on all relevant finances
- Encourages an environment of continuous professional development including a commitment to update own knowledge through a range of sources
- Encourage an action learning environment to develop an open thought process where all ideas are valued.

Person Specification

Qualifications-Essential

- A full and relevant level 5 qualification
- 12hrs pediatric first aid training and first aid at work
- Relevant safeguarding/child protection training undertaken and a willingness to update training regularly
- A good record of on-going training and/or mini qualifications since qualifying

Experience-Essential

- Substantial post qualification experience working in an early year setting
- Experience working in an early year's environment which includes face to face work directly with children, across 0 – 4 years.
- Previous Nursery Management experience in relevant settings.

Experience-Desirable

- Experience with babies either in a home based or early years provision

Knowledge-Essential

- Understand issues around child development in order to support all children, including children with disabilities.
- Recognize the importance of observation in for playing for playing individual Children's Needs and interests.
- Be able to organise and support staff to enable effective observations to happen.
- Be able to demonstrate a good understanding of how to plan enabling environments for children and what is important in determining high quality care and learning for young children
- Understand the importance of the role of a Nursery Teacher
- Good knowledge of the Early Years Foundation Stage (curriculum requirements) and Welfare requirements
- A thorough understanding of child protection and how to apply child protection procedures.
- Ability to work in partnership with parents and professionals
- Understand the importance of ensuring equality and diversity
- Understands and able to support Children's transitions
- Understands issues of confidentiality and its importance
- A good understanding of the wider legislative requirements for working with children in a nursery

Skills and Competencies-Essential



- Able to have empathy and the ability to understand a Child's view
- Show resilience and determination to succeed in the face of pressure and difficulties. Ability to identify concerns and resolve complex dilemmas in a fair, ethical, open and reasoned manner.
- Able to communicate clearly with adults and children using a variety of techniques. Project positively the organisations goals, philosophies and policies to parent, staff, and the community.
- Motivate, inspire, and lead a team, encouraging team effort. Provide coaching and mentoring. Able to manage the performance of others and succession plan
- Able to be a competent user of company ICT systems and have the willingness to learn and develop ICT skills.
- Demonstrate good financial acumen with the skills to manage budgets
- Able to reflect on the quality of own performance, respond positively to direction and improve own performance. Know when to seek advice and support
- Demonstrate a proactive approach and take responsibility for getting things done, have the ability to look at things creatively
- Able to manage workload and manage time effectively to deliver the desired results.
- Able to self-manage, be flexible, adaptable, resilient and embrace new ways of doing things.
- Demonstrate research skills to gather different kinds of information by a variety of means
- Demonstrate good literacy and numeracy skills to be able to interpret and analyse monthly management information including sales and occupancy targets, also have the ability to communicate effectively in a written format
- Ability and skills to think and make decisions analyse and make deductions from information in order to form judgements and take decisions.

Approved by:	
Date approved:	
Reviewed:	
Signature of the employee:	