



## JOB DESCRIPTION

<b>Post:</b>	Nursery Manager
<b>Responsible to:</b>	Director of Student Experience
<b>Salary:</b>	<b>£22,807</b> per annum (Fixed Point 24) Full time, 37 Hours per week
<b>Conditions of Service:</b>	Truro and Penwith College Conditions of Service
<b>Main Purpose of Job:</b>	<p>To manage the nursery on a day to day basis.</p> <p>To ensure that all children attending the nursery receive the highest possible standard of childcare and professional practice in the Nursery. To enable the nursery to get an outstanding Ofsted report.</p> <p>Ensure the nursery is securing and sustaining OFSTED registration, providing consistent quality of service, appropriately preparing for OFSTED inspections and action any recommendations that may result from an inspection.</p> <p>Ensure positive role modelling to support high quality interaction, which extends children's learning and thinking.</p> <p>Take a leading role in the development &amp; monitoring of high-quality learning, ensuring you are able to reflect on own practice and what is happening within the nursery. To then set actions to improve the practice.</p> <p>The ability to work positively and effectively both individually and as part of a team, cooperation and respect are essential. Respect for all others within the setting, both adults and children.</p> <p>Effective interpersonal skills, enabling positive communication with other members or staff, children, parents and visitors.</p> <p>The ability to act flexibly adapting to changes within the setting, children and nursery.</p> <p>Awareness of the importance of confidentiality enabling relevant information to be handled appropriately.</p>



To actively take part in supervisions and appraisals with your line-manager.

To inform the line-manager of any medical issues that will affect you working with children or inform them of any convictions, cautions, court orders, reprimands and warnings that you may have received since your last DBS was carried out.

In connection with child protection you are responsible for the continuous supervision of all children; children must be supervised at all times in order to ensure their complete safety and ensure all the staff are doing the same

To adhere to Truro and Penwith College policies as well as the nursery policies, Ofsted Regulations and all relevant legislation. (A signature from every staff member is required within the nursery policies and procedures which verifies they completely understand all documents, it is required that staff refresh their memory of the policies at least annually.)

To be able to write and up-date policies in line with changes and procedures of current legislation.

Ensure any concerns regarding a child or aspects of the nursery safety are dealt with correctly.

Equality of opportunity for all within the setting is essential. All staff members must conduct themselves in a non-discriminatory manner; whilst any form of prejudiced behaviour will not be tolerated.

Ensure you positively communicate within the whole team; whilst any concerns, queries or problems should be immediately dealt with.

Practitioners are expected to communicate effectively with parents and carers, acting friendly, approachable, confident and understanding is essential; whilst confidentiality must be considered at all times. To form professional working relationships with all parents, to support them and provide continuity to ensure their child reaches their full potential in your care.

All areas within the nursery rooms, (both indoor and outdoor) reception and communal areas, cloakrooms and storage areas must be fully accessible to all children, maintained safely, and stimulating for children, parents and carers.



**Specific Duties:**

Responsible for leading the team of staff.

To be the Special Educational Needs Co-ordinator, to ensure the nursery provide support for any child with special needs and to liaise with the area SENCO to promote their welfare and development.

To ensure all invoicing paperwork is carried out liaising with finance when needed. To chase any outstanding invoices.

Complete all paper for 2, 3 & 4 year funding and keep track of it all.

To show prospective parents around the nursery and arrange settling sessions when needed. Ensure all new parents are happy and there is a smooth transition.

To ensure the prospectus is up-dated regularly and advertise the nursery as needed.

Liaise with the Nominated Person regularly to ensure a smooth running nursery.

To network with the Penwith nursery to ensure good practice is shared.

Complete the self-evaluation form for Ofsted and up-date regularly.

To understand and respect the need for consistency of care for the children – report for duty on time, maintain regular attendance, give appropriate notice of holiday requests and report nonattendance through sickness promptly and appropriately.

To complete staff rotas and maintain staffing levels. Appropriately manage staff absence including staff sickness, holidays and maternity leave to ensure sufficient staff are available at all times.

To oversee an effective key person system, quality observations, effective planning and excellent learning environment within the whole nursery.

To liaise with other Room Leaders/deputy to provide a smooth transition for children as well as other nursery/school the children may attend.



To be a key person if needed to a group of children, to ensure full awareness of each child's personal and educational needs which should be met at all times.

To organise and support your staff team to act as key persons to groups of children.

As a key person/manager you will be expected to hold regular parent evening's or at a parents request if a meeting is needed.

To be able to complete a two year check on each child who turns two in our care with their parent/carer, to then encourage parents to share the report with health visitor. To also monitor other staff who carry these checks out.

To be involved in developing and delivering an interesting and stimulating environment for the children to develop all their skills as well as provide at all times a warm and caring environment.

To be fully up to date with the requirements of the "Early Years Foundation Stage" and ensure that your practice meets and aims to exceed the requirements.

To have a firm knowledge about the 'Characteristics of Learning' and how children learn in different ways.

To be able to carry out observations, planning and assessment whilst ensuring children have opportunity to access suitable activities and play opportunities both indoors and outdoors to ensure children develop to their full potential. To ensure some awareness of each child's personal and educational needs, which should be met at all times. This will include completing written observations, planning and keeping up to date learning journals on your key children.

To chair regular staff meetings, attend professional development training, complete self-evaluation and carry out action planning and any other events as requested by the line-manager.

Documentation such as medicine, accident and incident forms must be completed accurately and immediately ensuring all such documentation is signed by a parent / carer on the same day.



Develop and maintain the nursery environment and equipment to ensure that it provides a high quality learning space.

Oversee the maintenance of equipment and building to ensure the nursery is suitably equipped for all children.

Supervise and support all staff to provide high quality interaction

You are expected to carry out annual appraisals and regular supervision on all staff.

Ensure that all staff receive relevant training and guidance to allow them to carry out their roles properly.

To carry out inductions, support and mentor students. Also to liaise with the college and schools to ensure positive placements.

Recruit and select nursery staff in accordance with personnel.

Carry out inductions with new appointed staff and ensure all paperwork is completed over the probation period.

Monitor staff to ensure high quality care is given and deal with any issues accordingly

The ability to deal sensitively with, and resolve, conflict and complaints from staff and parents.

Lead and implement positive management of children's behaviour, to also monitor other staff to ensure they promote positive management of behaviour.

To ensure you follow all Health and Safety procedures to ensure the safety of the children, staff, parents, students and any other visitors to the nursery. To liaise with deputy manager to ensure issues are dealt with appropriately.

Carry out risk assessment's when needed and up-date when needed.

To ensure the displays are attractive and informative within the nursery.

To ensure the calm, smooth running of the nursery using staff



delegation as appropriate to be able to prepare, care, clean and maintain the playrooms and equipment.

Order cleaning supplies, stationary and anything else needed for day to day running.

Liaise with outside agencies, including Ofsted, Family Services, health providers, local primary schools and other children centres.

Carry out any actions set by family services.

To carry out any other reasonable additional duties as requested by the Nursery Line-Manager from time to time.

A change of indoor shoes, slippers or socks to be worn. No boots or heavy shoes to be worn inside the nursery.

To ensure appropriate uniform (supplied) is worn with black trousers no jeans. Shorts (black) may be worn in the summer, minimum length, mid thigh. Uniform must be worn at all times whilst on duty.

This job description is not intended to be fully comprehensive of the role in which a nursery nurse is employed; however it provides an indicator of the main functions and responsibilities expected; any breach or non-compliance to this description or policies and procedures will be treated as an act of gross mis-conduct.



## **General Requirements:**

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

## PERSON SPECIFICATION

### NURSERY MANAGER

Ideally, the person appointed will have the following skills and experience:

Essential	Desirable
Hold a relevant level 3 childcare qualification or higher and have at least 2 years' experience with working in an early years setting at senior level.	Being able to reflect on your own practice and set actions for improvement.
Had experience of leading a team of staff	
Approachable manner with a high level of interpersonal skills and the ability to motivate and inspire practitioners.	
To be fully up to date with the requirements of the Early Years Foundation Stage.	Mentoring and supporting other staff and students.
To be able to work as part of a team and on own initiative	
The ability to deal sensitively with, and resolve, conflict and complaints	
Have an ability to communicate effectively with children, parents and other staff members.	
To be reliable, responsible and trustworthy.	
Up-to- date knowledge of Safeguarding.	To have experience with being a Child Protection designated person within an early years setting.
Have experience with working with Ofsted	Experience with completing self-evaluation form (Ofsted)
Knowledge of how to support children with special educational needs.	
To act as a role model for the children and students.	
To have a good standard of literacy to be able to write observations and plan next steps suitable for the individual child.	
Basic IT skills	
A good understanding of children's development, their needs and the provision of positive play.	
Food Hygiene certificate	
First Aid certificate	
Level 3 Designated Safeguarding Lead certificate	

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.