

**Job Description**

**Job Title**: Nursery Manager

**Department:** Nursery, Malvern Street

**Salary:** Grade 5 Level 2 £35,231pa

**Hours of work:** 37.5 hours per week, Monday to Friday (shifts between 8am & 6pm)

**Job Purpose**:

* To manage St. Paul’s Nursery, ensuring all children are safeguarded and their welfare and safety is promoted
* Ensure a high standard of physical, personal, emotional, social and intellectual education and care for all children in the nursery
* Implement high standards of quality practices and ensure that the staff team are working to their full potential through supervisions and providing support
* Day-to-day management of the nursery, including quality improvement, marketing and administration.
* As a member of the Trust's Senior Management Team contributing to the charity's annual plan, performance measures and risk management

**Duties and responsibilities:**

All staff employed by the Trust have an individual responsibility for promoting and safeguarding the welfare of the children/young people and vulnerable adults that they are responsible for or come into contact with.

1. To work as Senior DSL (Designated Safeguarding Lead) and lead the nursery safeguarding procedure to ensure all children are kept safe, well and secure and ensure all team members are able to do the same.
2. Keep up-to-date with relevant safeguarding and child protection training and cascade to staff e.g. Prevent Duty, serious case reviews
3. To establish and promote the aims and objectives of the nursery
4. To actively encourage the continual development of best practice and professionalism at St. Paul’s Nursery.
5. Plan and organise staffing schedules and holiday rotas to ensure adequate staffing levels are maintained in accordance with regulatory body guidelines and nursery procedures
6. To oversee and ensure that all children are making good levels of progress through provision and development of activities, routines, and assessment.
7. To lead the staff team in reaching high quality standards of care and learning that is compliant with all legal requirements including OFSTED and Early Years Foundation Stage.
8. To supervise the nursery management team and delegate the supervision of junior and ancillary staff as appropriate.
9. To oversee the practice of all staff within their job descriptions and additional responsibilities ensuring that these are carried out fully and best meet the needs of the children.
10. To work as SENCO within the setting alongside Assistant Managers, providing appropriate support, time and guidance required for the early identification and intervention for children with special educational needs.
11. To promote partnership with parents, carers and other professionals, signposting as appropriate to best meet the needs for families and children.
12. To manage the Nursery budget, and to review the monitoring of statements and accounts liaising with the Finance Officer to ensure reports are accurate and complete.
13. To have overall responsibility for admissions, fees, and other administrative and financial duties commensurate the effective running of the nursery. To ensure these tasks are carried out efficiently.
14. To ensure financial viability of the nursery, including operational management, marketing opportunities and consideration to external factors
15. Liaise with Ofsted., Birmingham City Council and other professional bodies associated with the nursery, reporting and updating information as required.
16. To monitor, evaluate and reflect upon the day to day running of the nursery, ensuring full participation of staff team through regular staff meetings and supervisions.
17. To ensure training needs are identified and met to enable continuous professional development for all staff, ensuring all mandatory training is up to date and training contributes to the nursery’s attainment of high quality standards.
18. To write, review, implement and uphold nursery policies and procedures within the nursery in accordance with current legislation and good practice.
19. As a member of the Senior Staff Team to attend meetings, to contribute to the overall development of the organisation and to implement and uphold the Trustees’ policies and procedures within the nursery.
20. To ensure that the Nursery premises and resources are maintained and developed.
21. Report to the Senior Management Team and Board of Trustees as required with information relating to finance, quality of the provision and other necessary information.
22. To market and advertise the nursery as necessary to ensure the nursery runs to its full capacity ensuring literature and online presence is maintained and up to date.
23. Any other duties commensurate with the purpose and status of the post, which may be agreed with the line manager.
24. To participate in the Trust’s performance management scheme.
25. To undertake personal professional development and training as appropriate.
26. To assist with organising and running community events in Balsall Heath as appropriate.
27. To participate in the supervision process including the Probationary Review.
28. To undertake any other duties commensurate with the role and responsibilities of the post as agreed with your Line Manager.
29. To be familiar with and uphold the policies and procedures of the Trust especially those relating to Health and Safety, Equalities, Data Protection and Safeguarding.

# Supervision received: CEO

# Supervision exercised: Assistant Managers, Senior Early Years Practitioner, Nursery Chef, Administrative Assistant

**PERSON SPECIFICATION – Nursery Manager**

Statutory Requirements with regards to learning and development, assessment, safeguarding & welfare.

METHOD OF ASSESSMENT (MOA ) A = APPLICATION FORM I = INTERVIEW T = TEST

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| CRITERIA | ESSENTIAL | MOA | DESIRABLE |
| EXPERIENCE/KNOWLEDGE | Substantial experience in a management position in an early years setting  Thorough knowledge, understanding and ability to implement OFSTED requirements and Statutory Framework  Thorough knowledge, understanding and ability to implement EYFS learning outcomes/development matters within practice  Thorough knowledge and understanding of Safeguarding and Child Protection requirements and procedures  Knowledge and understanding of different childcare approaches and theories  Knowledge and understanding of SENCO role and SEND code of practice  Knowledge and experience of managing budgets and business planning | A  A  A/I  I  I  I  A/I | Experience of working in the voluntary and community sector  In the moment planning  DSL trained  SENCO trained |
| SKILLS AND ABILITIES | Leadership and supervisory management skills  Ability to lead staff meetings and training days  Effective communication skills with other professionals, colleagues and parents  Planning, monitoring and evaluation skills  Ability assess accuracy of information and progress records for individual children and maintain cohort assessments  Proactively undertake research with regards to legislation and practice  Competent administrative, ICT skills and account packages | A/I  A/I  I  A  A/I  I  I |  |
| QUALIFICATIONS/TRAINING | Foundation Degree in Early Childhood Studies | A/I | Certificate in First Line Management  Current Certificates in First Aid, Food Hygiene, etc.  BA. Early Childhood Studies |
| EQUALITIES | Understanding of, and commitment to equality of opportunity and the ability to apply this | I |  |
| FURTHER REQUIREMENT | It is essential that all candidates are deemed suitable to work with children and/or vulnerable people. Willingness to work flexible hours when necessary |  |  |