**Job Description:**

|  |  |
| --- | --- |
| **Post:** | **Nursery Manager**  |
| **Salary Grade:** | £35,995.07 Fixed salary |
| **Responsible to:** | Vice Principal Organisational Development and People |
| **Responsible for:** | Deputy Nursery Managers and Nursery Assistants/Practitioners |

**Key Purpose:**

|  |  |
| --- | --- |
| **1** | To plan and deliver an outstanding Nursery provision that is of the highest quality, providing a safe and child centred environment that meets the needs of children and parents/carers  |
| **2** | To effectively manage the daily running of the Nursery in accordance with all relevant legislation, College policies and local authority and Ofsted requirements  |
| **3** | To liaise closely with parents/carers to ensure the highest levels of involvement |

**Key Responsibilities and Accountabilities:**

|  |  |
| --- | --- |
| **A** | Create, develop and maintain a safe, secure and supportive environment where babies and children thrive and grow as individuals, preparing them successfully to take their next steps confidently and with the skills they need |
| **B** | Consistently work with high levels of professional integrity, safeguarding children and nurturing them |
| **C** | Oversee the day to day management, staffing organisation and smooth running of the Nursery, ensuring that ratios, standards and conditions of registration are maintained at all times |
| **D** | Further develop and implement operational protocols and standards that achieve the Ofsted grade of outstanding  |
| **E** | Build strong partnerships with parents/carers through day to day liaison, resolving any issues or complaints as they arise, encouraging the involvement of parents/carers at all levels of work within the Nursery, including regular reviews of children’s progress |
| **F** | Develop links and a close working relationship with Hampshire County Council’s Early Years Team, and other support networks such as Educational Psychologists, INCO and S.A.L.T  |
| **G** | Develop links with industry leading nurseries and childcare organisations to ensure that provision is as high quality and innovative as possible |
| **H** | In partnership with the College finance team act as a budget holder for Nursery budgets, ensuring all financial regulations are adhered to and income and expenditure are fully accounted for in a timely manner  |
| **I** | Pay high regard to the safeguarding and health and safety of children, maintaining the highest standards of security and safety within the Nursery |
| **J** | Ensure compliance with Health and Safety policies and procedures at all times |
| **K** | Market the Nursery to prospective parents to deliver a financially sustainable provision, seeking business opportunities to grow and develop the provision |
| **L** | Meet agreed occupancy and revenue targets, monitoring occupancy levels to ensure that they are maximised  |
| **M** | Contribute to the work of the wider College team, attending management meetings, providing regular reports and participating in cross College training and development opportunities  |
| **N** | Maintain a flexible approach to the work of the nursery in response to the needs of children, families and staff |
| **O** | Act as lead Child Protection Liaison Officer (CPLO) for the Nursery and be a member of the wider College Safeguarding Panel as required |
| **P** | Carry out all responsibilities and duties with due regard to the College Equality and Diversity policy |
| **Q** | To support apprentices and work placement students by providing a supportive environment in which they learn, experience and contribute to the delivery of outstanding childcare  |

This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** |
| 1 | NVQ Level 4 or equivalent | x |  |
| 2 | Level 3 Safeguarding | x |  |
| 3 | Level 2 in Maths and English | x |  |
| 4 | Paediatric First Aid | x |  |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |  |  |
| 5 | Minimum of 2 years’ experience working in a management role within an Early Years setting | x |  |
| 6 | Knowledge and understanding of inspection requirements | x |  |
| 7 | Knowledge and understanding of the EYFS framework with experience of promoting and implementing the principles contained | x |  |
| 8 | Knowledge and understanding of health and safety legislation | x |  |
| 9 | Experience of effectively safeguarding children | x |  |
| 10 | Knowledge and experience of creating and implementing relevant policies and procedures as applicable to a Nursery setting | x |  |
| 11 | Knowledge and understanding of Equality and Diversity theory and practice | x |  |
| 12 | Experience of managing budgets effectively | x |  |
|  | **SKILLS & ATTRIBUTES** |  |  |
| 13 | Caring, warm and enthusiastic | x |  |
| 14 | Ability to motivate others | x |  |
| 15 | Innovative  | x |  |
| 16 | Confident and credible communicator | x |  |
| 17 | Committed to delivering an outstanding Nursery experience | x |  |
| 18 | Business acumen  | x |  |
| 19 | Ability to see the bigger picture while paying attention to detail | x |  |