



Job Description

Job Title:	Nursery Manager	Date Reviewed: June 2019
Reports to:	Strategic Lead: Play & Early Years	
Responsible for:	Policy and Compliance Lead (Deputy Manager), Funding & Finance Lead, Safeguarding & Curriculum Lead, Auxiliary and the Nursery team.	
Principally relates to:	Nursery employees, parents/carers, children, Strategic Lead: Play & Early Years, Chair of the Safeguarding Committee, Finance & Resources Director, HR Manager, related Eureka! employees, government bodies including Ofsted, local nursery partnerships	
Purpose of the role:	To ensure that the Nursery provides the highest standard of physical, emotional, social and intellectual education for the children in its care through the effective management of employees and resources.	

Main Areas of Responsibility:

Management of the Nursery

- Possessing a thorough knowledge of Ofsted regulations and effectively implementing these requirements. Ensuring that the required standards are communicated as appropriate and maintained at all times.
- Keeping abreast of current and emerging policies, procedures and legislation which impact on the operation of the nursery, working with the Policy and Compliance Lead to ensure that these are reflected within the Nursery's policies and procedures.
- To motivate, lead and train the nursery team in line with both Eureka!'s playful approach to learning and sectoral recognised best practice.
- To lead in facilitating the development of safeguarding and child protection policies, training, procedures and guidance for the setting, ensuring that the CP Policy is reviewed annually.
- Keeping senior management informed of all issues which may have an impact on the operations, stakeholder relationships, reputation and overall success of the nursery.
- Liaising closely with Strategic Lead: Play & Early Years, Finance & Resources Director, HR Manager and Nursery Management Team to review and update the operational plan, including the Nursery's policies and procedures in line with changes and the Nursery's educational development objectives.
- Ensuring that the resources of the Nursery are managed and used effectively with due regard to cost effectiveness, including building maintenance/utilities and catering services.
- Ensuring due regard is paid to the Nursery's Equal Opportunities policy at all times.
- Liaising closely with the Finance Department and Funding & Finance Lead in order to ensure that fees are correctly invoiced and outstanding monies are recovered.
- Maximising occupancy levels through proactive marketing and excellent presentation of the nursery.
- Showing parents around the nursery facilities, sending out information and dealing with registration, place allocation and other related matters.
- Creating and maintaining successful partnerships with the local authority, Early Years Bodies and related organisations.
- Providing leadership and actively engaging to maximise the potential benefits to nursery children and staff of the expertise and resources at Eureka! museum.



- At all times to act as an ambassador, promoting and maintaining the Nursery as a high quality provider and Centre of Excellence.

Children's care, development and learning

- Ensuring the provision of a safe and stimulating environment that meets the needs of individual children throughout their various stages of development.
- Ensuring the nursery meets the required standards, ratios and conditions of registration.
- Ensuring the nursery offers an environment which reflects the cultural diversity of all children.
- Liaising with Safeguarding & Curriculum Lead in order to ensure that the learning environment and activities are in line with Ofsted requirements and are consistent with the EYFS and the Nursery's educational development objectives.
- Ensuring effective monitoring and evaluation procedures are in place for the planning and delivery of the EYFS and quality learning experiences are delivered throughout the Nursery.
- Maintaining close and professional contact with parents/carers, ensuring that they are kept adequately informed of the nursery's activities and plans and that nursery staff are kept advised of any changes/developments in their child's circumstances.
- Ensure the provision of a nutritionally balanced diet for children, taking into account diverse needs and individual food tolerances, working closely with the Food Services Manager and Chefs.

Financial

- Effectively managing the nursery budget.
- Liaising with the Funding & Finance Lead and Finance & Resources Director in order to monitor parental accounts to ensure the timely collection of nursery fees.
- Preparing fee recommendations annually to be submitted for review and implementation.
- Overseeing and delivering information accurately using the nurseries' IT system.

Management and Leadership of Employees

- Following Company procedures and liaising with the HR Manager to ensure effective and fair recruitment, induction, movement and, where applicable, promotion of employees.
- Ensuring all employees together with students, volunteers and regular visitors to the nursery have an up-to date enhanced disclosure from the Disclosure and Barring Service (DBS).
- Ensuring that all employees are appropriately qualified and trained to carry out their duties effectively and are motivated to carry out their responsibilities to the very best of their ability. Be pro-active in coaching and mentoring staff to develop best practice.
- Ensuring that staff are allocated appropriately within the nursery, that required ratio levels are maintained and that individual skills and abilities are best matched to the needs of the children.
- Ensuring that all employees are communicated with on a regular basis through a variety of means, daily contact, informal and formal meetings, notices, individual correspondence and one to one sessions.
- Liaising closely with the Policy and Compliance Lead to ensure that all staff are trained and motivated to carry out their duties safely and effectively through regular reviews of performance and analysis of training needs.
- Promoting a culture of excellence in all areas – care and education of the children, parent/carer liaison, professional appearance, individual and team commitment.
- Overseeing the completion of children's developmental and observation records

Health, Safety and Security

- Ensuring that the appropriate health, safety and security standards are maintained at all times through the effective communication and training of staff, visitors, parents and children.



- Liaising with the appropriate internal and external representatives in order to maintain and raise awareness of these issues.
- Ensuring that all policies and procedures are effectively implemented and routinely followed.

Continuous Professional Development

- Updating knowledge and gaining new skills by a variety of methods, e.g. liaising with relevant expert bodies, participating in workshops and training sessions, attending local network meetings, reading relevant publications and sharing knowledge acquired with staff.

General

- Any other duties as may reasonably be expected of a Nursery Manager
- Appointment is subject to enhanced disclosure from the Disclosure and Barring Service (DBS) and Disqualification by Association disclosure.

Any other considerations:

- Working some evenings will be required e.g. staff meetings, parent's evenings, training, marketing etc.

Details of education required and qualifications needed:

- Minimum NVQ Level 3, or equivalent, in Childcare and Education or Early Years Development
- Degree in relevant subject/EYP/EYT desirable.
- Paediatric First Aid qualification
- Designated Safeguard Lead training desirable

Details of special skills/experience/aptitudes needed:

- Minimum of 2 years' experience at management level within a Good to Outstanding setting and with responsibility for managing a diverse group of employees.
- Excellent people management skills, with the ability to engender confidence and commitment to the organisations goals.
- Experienced and highly competent within either the care or educational sectors specialising in the Early Years.
- Excellent communication skills and an ability to relate comfortably to regulatory bodies, educationalists, parents/carers, staff and children aged 0-14.
- Able to quickly grasp concepts and to understand how these relate to the delivery of outstanding care and development policies.
- Strong administrative, organisational and budgetary skills.
- Computer literate.
- Self-starter, calm under pressure, able to handle multiple priorities and deal with these with tact and diplomacy.