

NURSERY MANAGER

JOB DESCRIPTION – THE WHITE HOUSE NURSERY HILTON

REPORTS TO: NURSERY DIRECTORS

WORKING HOURS: 32/40 HOURS PER WEEK



JOB PURPOSE

The Nursery Manager will play a crucial role in providing high-quality childcare services for families utilising the nursery. As the Manager, you will oversee the day-to-day operations of the nursery, ensuring the provision of a safe, nurturing, and enriching environment for young children. As the Nursery Manager, you will be responsible for leading a team of dedicated staff and maintaining the nursery's compliance with all regulatory and statutory requirements.

KEY RESPONSIBILITIES

1. Leadership and Childcare Excellence

- Drive and maintain the highest standards of care throughout the nursery, in line with childcare audit and OFSTED inspections.
- Promote and uphold the Company's Core Values in all aspects of nursery operations.
- Ensure accurate records of children's daily activities and development are maintained through learning journeys.
- Foster positive relationships between staff and parents/caregivers, acting as a role model for effective communication and engagement.

2. Early Years Foundation Stage (EYFS) Framework

- Ensure the delivery and compliance with the EYFS framework at all times.
- Collaborate with the team to plan and create inspiring and creative environments for children's learning and development.
- Demonstrate a commitment to continuous learning about child development and incorporate best practices into the nursery's programs.

3. Day-to-Day Management

- Oversee the smooth day-to-day operations of the nursery in the absence of the Directors.
- Create a welcoming and family-friendly atmosphere, implementing environmental audits and enhancements.
- Collaborate with the management team on strategic planning, evaluation, and ongoing development of the nursery.

4. Safeguarding and Compliance

- Ensure compliance with all statutory requirements, policies, and procedures pertaining to safeguarding, health, and safety.
- Maintain accurate records of accidents, incidents, and risk assessments while adhering to relevant legislation and reporting guidelines.
- Uphold Health and Safety standards, conducting regular checks and maintaining hygiene protocols.

QUALIFICATIONS AND SKILLS

- A relevant Level 3 qualification in childcare and education or equivalent
- Extensive knowledge and practical experience in early childcare and education.
- Strong understanding of child development and parenting principles.
- Familiarity with relevant legislation, regulations, and OFSTED standards in the childcare sector.
- Excellent leadership, communication, and interpersonal skills.
- Demonstrated ability to manage and develop a highly effective team.
- Compassionate, approachable, and friendly personality.
- Commitment to equality and diversity in childcare practices.

HUMAN RESOURCES

- Assist in maintaining comprehensive staff personnel files, ensuring all necessary checks and paperwork are up-to-date.
- Support Safer Recruitment practices and conduct thorough inductions and supervisions for new staff members.
- Collaborate with HR and the Director in addressing staff-related issues, including grievances, disciplinary matters, and absence management.
- Help manage staff annual leave requests and ensure accurate and efficient staff rotas.

Staff Development and Training

- Identify training needs for staff members and facilitate training opportunities.
- Provide support and supervision to various nursery staff, including Senior Nursery Nurses, Nursery Assistants, and Level 2/3 Workers.
- Offer guidance and support for students on placement within the nursery.

Partnership and Communication

- Cultivate positive working relationships with internal stakeholders, including Directors and all nursery staff.
- Build strong connections with external parties, such as OFSTED, parents, families, and other relevant agencies or organisations.

CONTACTS AND RELATIONSHIPS

Working relationships will include the following:

Internal – Deputy Manager and Directors, All staff employed for the day care provision, Children

External – Ofsted, Parents, families and staff from a wide range of other agencies and settings, including the Social Services, Primary Care Trust, NHS Trust, and a range of voluntary /private sector organisations and other Day Care providers.

The Nursery Manager will be expected to build good working relationships at every level. Working in partnership with parents and families is highly valued, and the Nursery Manager must be approachable, friendly, and able to communicate effectively at all times.

At all times, the Nursery Manager will be expected to respect the confidentiality of sensitive family information (subject to safeguarding policies and procedures).

SUPERVISION AND MANAGEMENT OF PEOPLE

The post holder will be responsible for the supervision and appraisal of the following staff: Deputy Manager, Senior Nursery Practitioners, Nursery Assistants, Level 2/3 Practitioners, Unqualified/ Level 1 or 2 Practitioners.

Identify staff training needs and facilitate training opportunities. From time to time, there may be a requirement to manage the work of staff appointed for supply work or provide supervision for students on placement.

DECISION MAKING

- The Nursery Manager will work closely with the Directors and Deputy Manager. The role requires the confidence to make day-to-day decisions thoughtfully and with a high degree of sensitivity to the needs of children and families.
- The Nursery Manager will be expected to make recommendations and proposals about service developments and changes.

RESOURCES

- The Nursery Manager will be an authorised signatory for orders and staff timesheets to an agreed level of delegation.
- The Nursery Manager will be another key holder for the Nursery.

WORK ENVIRONMENT AND OTHER DUTIES

Work Demands - The Nursery Manager will need to demonstrate effective time and resource management to meet the planned needs of children and families and any anticipated demands that might be reasonably foreseen.

The Nursery Manager will need to be attentive to a planned timetable whilst retaining the flexibility to be accessible and available to parents and staff. The Nursery Manager will need to make judgments about the delegation of tasks and responsibilities to the other staff in the Nursery.

Physical Demands - The work requires normal physical effort. It may occasionally involve lifting and handling of training equipment, play equipment, and other resources and to be involved in practical activities and physical care of young children.

The Nursery Manager will need to efficiently manage time and resources to meet the needs of children and families while being flexible and accessible to staff and parents. The role may involve some physical demands, such as handling training and play equipment and participating in practical activities with young children.

The duties outlined in this job description are not exhaustive, and the Nursery Manager may be required to undertake additional responsibilities as needed, as long as they align with the general character of the role.