**Job Description for Nursery Manager**

**Reports to: Director**

**Job Purpose and Accountability The Nursery Manager provides overall management of the nursery ensuring the setting fulfils all legal and statutory requirements. The manager is part of the Nursery Management Team and provides effective supervision, leadership and mentoring to the team of Educators in the nursery. The Nursery Manager must have good understanding of: regulatory and practice requirements; staff management; customer service and the factors that are important in determining high quality care and learning for young children.**

**Main responsibilities:**

* To deliver and ensure a high standard of learning, development, and care for children aged 0-5 years.
* To market the nursery to ensure occupancy targets are met and to maintain a highly positive profile and reputation locally.
* To have excellent communication skills, both verbal and written
* To work with the Directors and deputy manager effectively at all times and continuously present a united front to the staff.
* To manage the day-to-day activities of the setting.
* To ensure that the preschool nursery is a safe environment for children, staff, and others.
* To developing partnerships with parents/carers to increase involvement in their child’s development.
* To manage other staff within the nursery.
* To be responsible for any tasks delegated by the Director.

Main activities:

1. Overall day to day management responsibility for the nursery.

2.To be responsible for the efficient running of the nursery and overall delivery of a high-quality service.

3.To ensure that the nursery provides a safe, caring, stimulating educational environment, both indoors and outdoors, always.

4.To ensure that the nursery staff plans an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.

5. To ensure the nursery always meets Ofsted requirements.

6.To manage, supervise and support the preschool nursery staff.

7.To undertake and assign designated officer roles.

8. To work with other professionals in the local area for the benefit of children and families.

9.To ensure all staff understand the nursery’s policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies.

10.Take responsibility for planning, which ensures each child is working towards the early learning goals.

11. Manage a key person system carrying out all related responsibilities in building relationships with groups of children and their families.

12.To conduct staff appraisals and supervisions as appropriate and to identify staff training needs.

13. to book staff on to training.

14. To ensure all records are properly maintained in accordance with the policies and procedures of the company.

15. To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children’s progress and encouraging parents’ involvement.

16.To work in partnership with senior management to update and review the self-evaluation and improvement plan.

17.To undertake any other reasonable duties as directed, in accordance with the preschool aims and objective.

18. To plan and conduct regular staff meetings.

19.To be responsible for health and safety, including but not limited to the personal safety of children and staff, equipment safety, and fire drills.

20. Deploy staff effectively to maintain staffing ratios and meet the needs of the children effectively in accordance with statutory regulations.

21.To keep accurate records in relation to cash, fee collection and other financial matters

22. To monitor expendable materials and equipment and ensure that new orders are placed in a timely manner.

23. Lead and promote parent partnerships, including organising events for parents.