

Job Title:	Nursery Manager
Hours:	Full time – 40 hours per week approximately. Part Time and shift pattern work may be available.
Contract Type:	Permanent
Salary:	Up to £40,000, the salary is determined by a combination of factors, including your experience, qualifications, role responsibilities, and the size of the institution.
Responsible to:	Nursery Director /School Head Teacher

JOB DESCRIPTION

The Manager will collaborate closely with the Nursery Director to oversee daily nursery operations, ensuring high-quality care and education for children. This role involves supervising staff, implementing policies, and maintaining a safe, nurturing environment. The manager must be versatile, adaptable, and willing to work as part of an enthusiastic team dedicated to children's care and development. They should be committed to the nursery's philosophy of children's learning and development, maintaining high standards of integrity, confidentiality, and professionalism in interactions with children and parents.

The nursery manager should have:

- Excellent knowledge of the Early Years Foundation Stage (EYFS) framework and child development.
- Strong understanding of OFSTED standards and practices.
- The skill, creativity, commitment, and enthusiasm required for working in early years education.
- Confidence to make decisions that balance the nursery's reputation and financial aspects with the needs of children and families.

KEY RESPONSIBILITIES

Operational Management

- To be responsible for the day-to-day running of the Nursery including coordinating daily schedules, activities, and routines to ensure smooth operation.
- Be responsible for overall administration of the nursery.
- To provide monthly reports to the Nursery Board.
- To Maintain accurate records of attendance, incidents, and other relevant information.
- To produce reports and statistical information as required, maintaining high standards of accuracy and confidentiality in record-keeping.
- To implement the Nursery's Equal Opportunities Policy in all aspects of the Nursery and other childcare services.
- To establish and maintain effective working relationships with partner agencies providing services within the area such as Early Years Department, local childcare/educational providers, health providers, Sure Start and other providers.
- To receive and deal with complaints positively in accordance with procedures.

- To work as a senior member of the management team and to promote all activities being provided by the Nursery.
- To promote, attend and represent the Nursery at appropriate events, conferences, seminars and training.
- To be responsible for marketing the Nursery through the development and implementation of marketing strategy which includes the promotion of Children's Tax credits and other benefits available to parents.
- To undertake any other task requested which is commensurate with this role and responsibility.

Resource Management

- To achieve the targets set for occupancy levels by managing capacity, reviewing numbers of children attending and following up enquires promptly to ensure maximum capacity levels are maintained at all times.
- To be responsible for the management of nursery fees and all other financial management of the nursery alongside the Nursery Proprietor.
- To manage an allocated budget in accordance with agreed procedures.
- To produce quarterly and annual finance reports for the Nursery Board.
- To be responsible and manage the nursery 15-30 hours free government funding with the responsible Local Authority.
- To ensure an effective stock control system is established and a register of assets is maintained.

People Management

- To continually inspire and motivate all staff to provide outstanding teaching and learning by overseeing the operation of the nursery to the highest standards.
- To provide support in hiring, training, and mentoring day care staff with the appropriate skills, qualifications, experience and qualities, ensuring the Nursery is staffed to the required levels at all times.
- To support a team of staff to meet statutory ratios and include contingency staffing where appropriate.
- To manage staff sickness and absence in accordance with procedures.
- Conduct regular staff meetings and training sessions.
- Implement a programme of supervision, performance management and an appraisal, providing constructive feedback in order to inspire and motivate each team member.
- To agree developmental plans for each member of staff which support the further development of the Nursery.
- Ensure staff adhere to policies, procedures, and best practices in child care.

Quality Management

- To take responsibility for quality assurance and compliance with all applicable legislation, regulatory and licensing requirements within the Nursery environment.
- To be responsible for establishing and maintaining a safe acceptable standard of practice that meets OFSTED criteria.
- To develop and review applicable policies and procedures and then to ensure that the Nursery operates within the framework set.
- To equip the Nursery with suitable equipment and materials, that will enhance the Nursery environment.

- To ensure the national standards for the registration of childcare are maintained at all times.
- To participate in the evaluation of the services offered at the Nursery.

Child Care and Curriculum Implementation

- To provide a child-centred environment where children are cared for in a safe, caring and stimulating way that ensures their individual needs are met within a group setting.
- Ensure age-appropriate physical care routines including feeding, changing, and administering medicine are in place.
- Promote healthy lifestyles through balanced meals, snacks, and physical activity.
- Promote diversity, equality, and inclusion, reflecting cultural differences and family circumstances.
- Ensure staff model and promote positive behaviours and help children manage their behaviour.
- Establish and deliver an effective curriculum which includes assessment, planning and evaluation following the EYFS curriculum for all children 0-5 years.
- Oversee the planning and implementation of age-appropriate activities and educational programs.
- Ensure that appropriate learning experiences and environments for individual and group needs are in place.
- Ensure that activities encourage group learning and socialization.
- Ensure that numeracy and language development is supported through games and play.
- Ensure that adult-led and child-initiated activities are balanced.
- Ensure that children's learning and thinking is developed through sustained shared thinking.
- Ensure that systematic synthetic phonics and strategies for early literacy and mathematics are utilised.
- Promote diversity, equality, and inclusion, reflecting cultural differences and family circumstances.
- Ensure that children are supported through transitions and significant life events.
- Develop and maintain procedures for regular review and assessment of each child's progress in partnership with staff and parents.
- Ensure that children's progress and development is monitored and that parents are regularly communicated with.

Health and Safety

- Ensure the safety and welfare of the children at all times.
- Respond to accidents, injuries, and emergencies.
- Ensure the day care centre meets all health, safety, and cleanliness standards and regulations.
- Implement and oversee emergency procedures and protocols.
- Regularly review and update all nursery policies and procedures including: health, safety, security, confidentiality, and safeguarding responsibilities.
- Ensure all staff are aware of and adhere to the nursery policies and procedures at all times.
- Conduct risk assessment and management per policies and procedures.
- Be aware of the outcome of risk assessments and fully implementing the specific controls.
- Conduct regular safety drills and inspections in line with nursery policies and procedures.
- Be aware and observant of all health and safety issues, and address any concerns promptly and effectively in order to reduce the risk of incident or accident.
- Completing, keeping and monitoring accident, incident and risk assessment records effectively.
- Ensuring the Nursery medicine procedures are adhered to.
- Maintaining allergy management systems in line with the nursery policy.
- Ensure robust safeguarding procedures are in place and followed at all times.
- Adhere to all nursery policies and procedures.

Parental Engagement

- To build and maintain positive relationships with parents and guardians.
- To implement and manage an effective parent liaison programme, ensuring regular communication and interaction with parents.
- To address parental concerns and feedback professionally and effectively.
- To organize parent meetings, conferences, and events.
- To provide regular updates on children's activities and progress.
- To handle inquiries and communications from parents and guardians.

PERSONAL SPECIFICATION

Essential:

- Functional Skills Level 2 in English and Maths.
- NCFE CACHE Level 3 Diploma for the Early Years Workforce.
- Proven experience in a leadership or supervisory role within a nursery setting.
- Proficient in basic computer applications (MS Office, email, etc.).
- Current Paediatric First Aid certification.
- Current Safeguarding certification.
- Current COSHH certification.
- Current Food and Hygiene certification.

Desirable:

- GCSE Maths / English at Grade C or above.
- Degree in appropriate subject including Early Years Care, Finance, Business, Marketing.

Attributes:

- Approachable.
- Committed.
- Patient.
- Creative.
- Self-motivated and able to motivate others and promote good team working.
- Calm under pressure.
- Ability to handle emergencies and stressful situations calmly.
- Well-organized.
- Team player.
- Desire to make a difference in children's lives.
- Reflective practitioner.
- Professional at all times.
- Strong communication and interpersonal skills.
- Enthusiastic, positive, and flexible.
- Strong time management and organizational skills.
- Excellent attendance and punctuality record.
- Commitment to continuous professional development.

- Must perform all duties with reasonable adjustments per the Disability Discrimination Act 1995.
- Ability to handle manual tasks such as lifting children, changing nappies, and carrying toys and equipment.
- Flexibility to work various shifts as needed and cover for staff absences.

Safeguarding

All education sector settings are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment.

Candidates must have:

- An Enhanced DBS check on the update service (or be willing to obtain one).
- At least two references - including one from the last employment position.
- A Pre-employment health-check may also be required.