



Position: - Nursery Area Manager

Job Title:	Nursery Area Manager
Hours:	Full time – 40 hours per week approximately, including staff meetings.
Location:	Field based/Nurseries
Contract Type:	Permanent
Salary:	Up to £30,000 - £35,000 - depending on experience and qualifications.
Responsible to:	Director/Head Teacher

Job Description:

We are seeking for an experienced and motivational Nursery Area Manager and work closely with the Director/Head Teacher whilst also being expected to work autonomously in relation to every day management operational responsibilities. You must have an excellent knowledge of Early Years Foundation Stage framework (EYFS). The Office for Standards in Education, Children's Services and Skills (OFSTED) standards knowledge and practice too.

Strong leadership skills and people management experience with the abilities to lead, support and motivate the other Nursery Managers that you are responsible for.

Experience and understanding the day to day running and management of a nursery, including responsibility for financial decisions, managing budgets, marketing and recruitment. Have the skill, creativity, commitment and enthusiasm required for working in the early years. You will continually inspire and motivate all staff to provide outstanding teaching and learning by overseeing the operation of the nursery to work towards an outstanding grade. Supporting the nursery managers that the best possible environment and care is provided for young children ensuring staff are deployed effectively. You will continually improve the outcomes for children by ensuring current thinking and working practices are in place within the nursery managers. Inspire and motivate others, with the supervision of staff and completion of associated paperwork, developing each team members training and career management record. You will be working with a dedicated team in a caring, family friendly, characterful and stimulating environment, which is inviting to children, parents and staff. Ensuring the facilities and staff are working at a high quality, balanced provision of leading practice education and care is delivered each day.

Consistently meeting legislative requirements, policies and procedures following education curriculum, delivering standards, which ensure the highest possible inspection grading. Ensure that the training, support, mentoring and supervision of the staff team inspire and lead ambitious practice. To create a safe, secure, stimulating, caring environment. Welcoming the parents are happy to entrust their child and where their child is encouraged and supported to flourish in an enabling and stimulating environment. To promote a successful and profitable business, engaging with the local community and marketing the setting to reach maximum occupancy whilst providing excellent customer services. You will be responsible for the overall key children and overseeing all staff are monitoring, assessing and sharing their children's

information correctly and well.

General Main Duties and Responsibilities:

- To work alongside the Nursery Manager, Director/Head Teacher to lead the nursery to reach an outstanding grading with OFSTED standards.
- To play an active role in completing a rigorous action plan that supports the development of areas set out in the 'Corporate Plan'
- Support the managers with child/staff ratios are always adhered to and that all daily risk assessments and checklists are completed on time and accurately, such as room opening and closing, outdoor checks and set up, bathroom and or kitchen checklists.
- Support the nursery managers maintain up to date records for all children and parents, archiving children's records who have left.
- Support the nursery manager's high quality is well resourced and that all children are provided with an environment where they value and respect different cultures, religion, diversity, language, and disability and ensure that toys and games reflect this within the setting.
- Support the nursery managers promote equality and diversity within the nursery, challenging any behaviour which does not support our Inclusive Practice and Equal Opportunities Policies.
- Support the nursery managers assisting in the day to day general management ("good housekeeping") of the nursery; ensuring our Policies & Procedures are met alongside the EYFS and associated statutory guidelines and good practice.
- Support the nursery managers, setting's approach to safer recruitment and ensure setting policies are followed throughout the recruitment process.
- Support the Nursery Managers in completing full induction, show rounds, on-going regular contact and probation reviews, appraisals, disciplinaries, offering any support and guidance and addressing performance concerns as required.
- Support the nursery managers identify development areas or training requirements throughout the staff team and actively promote continued professional development.
- Support the nursery managers mentoring and lead the staff team and offer guidance as required.
- Support the nursery managers and encourage any ideas and initiatives to maintain employee engagement.
- Support the nursery managers to be an advocate to promote our setting ethos, benefits, marketing, pension scheme etc.
- Support the nursery managers continually motivate and develop the staff team within the nursery through effective role
- Support the nursery manager's role model spending time in rooms throughout the setting.
- Support and attend all regular meetings and training and have a full written agenda and minutes to accompany.

Nursery Area Manager - Person Specification

	Essential:	Desirable:
Qualification:	<ul style="list-style-type: none"> • Level 3 or above NNEB, CACHE, BTEC or NVQ or equivalent consisting of the Early Years Foundation Stage • GCSEs in English and Math grades A*/9 - C/4 or equivalent • First Aid Pediatric trained • An excellent understanding of The Office for Standards in Education, Children's Services and Skills (OFSTED) • Designated Safeguarding Lead and Child Protection knowledge and training • 2 years minimum of working in a nursery management early years nursery position. • 2 years or above experience of managing more than 1 setting 	<ul style="list-style-type: none"> • A degree or equivalent qualification • Evidence of in service professional development
Skills, Knowledge, Aptitude & Experience:	<ul style="list-style-type: none"> • A thorough up to date knowledge of the range of EYFS teaching, learning and behavior management strategies and how to implement them effectively. • A thorough understanding of the OFSTED standards, national curriculum and a range of assessment requirements and arrangements. • Knowledge and understanding of the implications of equal opportunities, multicultural education and inclusion. • Knowledge of computer software relevant to the EYFS curriculum • Know the legal requirements, national policy and guidance on the safeguarding of children. Ability to prepare and plan effectively. 	

	<ul style="list-style-type: none"> • Good organisational skills • Ability to priorities and management time effectively. • Ability to work as part of a team • A clear and good knowledge and understanding of the curriculum, current educational issues, theory and practice. • Evidence of ability to teach outstanding manner • The ability to use ICT effectively to engage with the children • An understanding of how to use assessment to inform planning for good/outstanding teaching and learning • Demonstrate consistent and effective planning and teaching to meet differing learning needs of the individual child • Evidence of good management skills • Create a happy, stimulating, challenging and effective learning environment • Involvement and commitment to all aspects of settings life • Commitment to personal welfare and safeguarding of children 	
<p>Physical:</p>	<p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995</p>	
<p>Personal Qualities:</p>	<ul style="list-style-type: none"> • Committed • Able to motivate self and others • Calm under pressure • Well-organised • Work in a team • A desire to make a difference to the lives of the children you teach • A willingness to learn and develop new skills • Reflective practitioner • Professional at all times 	<ul style="list-style-type: none"> • Commitment to inclusion • Brings personal interests and enthusiasm to the school community

	<ul style="list-style-type: none"> • Good written and oral communication skills • Enthusiastic and positive, approachable, accessible and flexible • Ability to plan time and organise work effectively • Ability to work with as part of a team <p>An excellent attendance and punctuality record</p>	
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The setting is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A full-enhanced Disclosure & Barring Service (DBS) and a pre employment health check will be obtained prior employment including satisfactory references checks.

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