

JOB DESCRIPTION

Section: Childcare Team
Post: Nursery Manager
Reporting to: Head of Childcare Services
Salary: SCP 20-28

PURPOSE: Working as part of the Management team, the post holder will deliver Quality Teaching and Learning in a Child Dynamix Community Nursery. Provide quality leadership and effective management of the day to day operations of the Nursery working in line with the Childcare Operational Plan & PR and Marketing plans to sustain and grow our Community Nurseries.

PRINCIPLE ACCOUNTABILITIES

1. The post holder will lead a team ensuring at all times the delivery of the finest quality childcare provision and practice.
2. To actively recruit and select new staff, students and volunteers as and when required. To develop their skills, knowledge and experiences in line with the policies and practices of Child Dynamix. To be a mentor and role model for staff and volunteers. This includes providing quality one to one and group supervision, carrying out performance appraisals, and leading team meetings/training.
3. The post holder will ensure all Staff and themselves keep up to date with mandatory training and developments in legislation and early years, care and education and maintain Continuous Professional Development. (CPD)
4. The post holder will work with the Head of Childcare Services and other Nursery Managers to maintain and develop operational strategies.
5. To undertake actions, monitor and evaluate the activities from the operational plans in a timely and accurate manner. Provide reports and relevant information to the senior Leadership team, Board of Trustees and Local Authority as and when required.
6. The post holder will work across the charity as part of a wider Management team to promote and support the ongoing and increasing impact of the charity.
7. The post holder will lead on the administration and preparation of the statutory guidance of the Early Years Foundation Stage (EYFS). To prepare for and facilitate inspections, statutory visits and internal and external audits of the setting.

8. To ensure the EYFS is promoted and delivered to the highest standard at all times. To lead staff in the planning, monitoring and assessment of the EYFS.
9. To work in accordance with company policy and procedures and maintain records and comply with all administrative procedures in an efficient and effective manner.
10. To be responsible for planning, managing and monitoring the financial budget using the charity's bespoke management information systems (MIS) and policies in partnership with the Senior Leadership team.
11. To work in partnership with parents and carers creating opportunities for parental involvement across the setting, following the PR and marketing of the operational plans.
12. The post holder will be responsible for promoting the Community Nursery to prospective customers. The post holder will need to publicise the service and special events to the local community and wider area to maintain high levels of occupancy and achieve targets set.
13. To work with appropriate agencies and partner organisations to develop an integrated and community based approach to the setting and support the needs of the children and their families.
14. To be the settings designated Safeguarding Lead.
15. To take a lead role in Health & Safety matters monitoring and managing any concerns and reporting for repairs if necessary.

GENERAL:

1. The main duties/responsibilities are not too exhaustive and may vary without changing the character of the job or the level of responsibility
2. The role will involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times
3. The post holder must be flexible to ensure the operational needs of the Child Dynamix are met. This includes undertaking duties of a similar nature and responsibility as and when required
4. Equal Opportunities – Child Dynamix Company Limited is fully committed to the active promotion of equal opportunities as an employer and in the provision of all its services. It is the responsibility of every member of staff to ensure the practical application of this policy
5. Health & Safety – The Health & Safety at Work Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable cares for the Health, Safety and Welfare of him/herself and other employees in accordance with current legislation and the Child Dynamix Company Limited Health and Safety Policy

Environmental commitment – Child Dynamix is committed to establishing and maintaining high standards of environmental protection and undertakes to be a responsible steward/guardian/protector of the environment. All team members are jointly responsible for minimising any adverse impacts on the Child Dynamix operations on the environment and wherever feasible, must use resources to meet today's need in a manner which does not adversely affect the environment or compromise the ability to meet the needs of future generations.

Health & Safety - responsible for ensuring the safety of clients, staff and self in accordance with the Health & Safety Policy and Procedures of the organisation and current legislation

Customer Care - responsible for fielding customer issues and ensuring that they are dealt with in accordance with the customer care systems and policies

Equal Opportunities - responsible for ensuring that all customers, clients and staff are treated in accordance with the policies and procedures of the organisation.

PERSON SPECIFICATION

SECTION: Childcare

JOB TITLE: Nursery Manager

SALARY: SCP 20-28

	Lower	Median	Upper	How Identified
Relevant Experience	<p>Minimum of three years in an Early Years/Childcare setting. Minimum of 2 years' experience in a supervisory role. Experience of leading and supporting staff teams. Experience of working with parents and other agencies and partner organisations. Experience of planning and assessment in the Early years. Experience of managing and monitoring financial budgets.</p>	<p>Minimum of four years in an Early Years/Childcare setting. Minimum of 3 years' experience in a supervisory role. Experience of leading and supporting staff teams. Experience of working with parents and other agencies and partner organisations. Experience of planning and assessment in the Early years. Experience of mentoring individuals Experience of forecasting, planning and monitoring of financial budgets and occupancy.</p>	<p>Minimum of five years in an Early Years/Childcare setting. Minimum of 4 years' experience in a management role. Experience of leading and supporting staff teams. Experience of working with parents and other agencies and partner organisations. Experience of planning and assessment in the Early years. Experience of mentoring and coaching individuals Experience of financial management</p>	<p>Application form, References, Interview</p>
Qualifications	<p>Minimum of a Level Four qualification in Early Years/Childcare Relevant qualifications in Maths and English Working towards Leadership and management</p> <p>Paediatric First Aid Certificate Level 1 Safeguarding Level 2 Food Safety Certificate Safeguarding Adults FGM Safer recruitment GDPR</p>	<p>Foundation Degree Early Years/Childcare & Education Relevant qualifications in Maths and English Working towards Leadership and management</p> <p>Paediatric First Aid Certificate Level 1 Safeguarding Level 2 Food Safety Certificate Safeguarding Adults FGM Safer recruitment GDPR</p>	<p>Ba Hons Degree in Early Years/Childcare & Education Relevant qualifications in Maths and English Leadership and management qualifications to level 3</p> <p>Paediatric First Aid Certificate Level 1 Safeguarding Level 2 Food Safety Certificate Safeguarding Adults FGM Safer recruitment GDPR</p>	<p>Application and at Interview with a request for certificates.</p>

Special Knowledge	<p>Desirable: Good level of IT skills demonstrable ability to use all basic Microsoft packages including Outlook, word, excel Early Years Foundation Stage (EYFS) Statutory Guidance & Development Matters Knowledge and understanding of Early Education for 2,3 & 4 year olds. Knowledge of relevant legislation and Ofsted inspection requirements. Knowledge of child development. Knowledge of policies and procedures (Child Protection, Equal opportunities & Health & Safety)</p>	<p>Desirable: Good level of IT skills demonstrable ability to use all basic Microsoft packages including Outlook, word, excel Early Years Foundation Stage (EYFS) Statutory Guidance & Development Matters Knowledge and understanding of Early Education for 2,3 & 4 year olds. Knowledge of relevant legislation and Ofsted inspection requirements. Knowledge of child development & Parenting. Knowledge of policies and procedures (Child Protection, Equal opportunities & Health & Safety) Behaviour Management/restorative practice.</p>	<p>Desirable: Excellent level of IT skills demonstrable ability to use all basic packages including Outlook, word, excel, and Management Systems. Early Years Foundation Stage (EYFS) Statutory Guidance & Development Matters Knowledge and understanding of Early Education for 2,3 & 4 year olds. Knowledge of relevant legislation and Ofsted inspection requirements. Knowledge of child development & Parenting. Knowledge of policies and procedures (Child Protection, Equal opportunities & Health & Safety) Behaviour Management/restorative practice. Knowledge of the SEND code of practice</p>	Application form and interview with a request for certificates. References
Interpersonal Social & Communication skills	<p>Ability to work in partnership with a range of organisations, maintaining and developing relationships. Ability to communicate well with Children and families engaged in the community nursery. Ability to present information to a group in a clear and coherent way. Ability to adapt information appropriately to differing abilities. Motivated to develop and</p>	<p>Ability to work in partnership with a range of organisations, maintaining and developing relationships. Ability to communicate well with Children and families engaged in the community nursery. Ability to present information to a group in a clear and coherent way. Ability to adapt information appropriately to differing abilities. Motivated to develop and</p>	<p>Ability to work in partnership with a range of organisations, maintaining and developing relationships. Ability to communicate well with Children and families engaged in the community nursery. Ability to present information to a group in a clear and coherent way. Ability to adapt information appropriately to differing abilities. Motivated to develop and</p>	Application form and interview with a request for certificates. References

	<p>maintain high quality practice. Ability to lead and inspire others. Ability to delegate in an effective and clear manner. Ability to use own initiative and work as part of a team. To be honest, approachable, warm and friendly. Ability to reflect a professional image in line with the company's needs.</p>	<p>maintain high quality practice. Ability to lead and inspire others. Ability to delegate in an effective and clear manner. Ability to use own initiative and work as part of a team. To be honest, approachable, warm and friendly. Ability to reflect a professional image in line with the company's needs.</p>	<p>maintain high quality practice. Ability to lead and inspire others. Ability to delegate in an effective and clear manner. Ability to use own initiative and work as part of a team. To be honest, approachable, warm and friendly. Ability to reflect a professional image in line with the company's needs.</p>	
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This Job Description and Person Specification conveys a full and accurate description of the job:

Confirmed By: _____ CEO

Accepted By: (Print Name) _____ Post Holder

Signature of Post Holder: _____

Date _____

Child Dynamix is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.