

Job Description

Post Title: Nursery Manager

Reports to: Centre Manager

Purpose of Job

The Nursery Manager will be expected to manage high quality, flexible childcare for families from the local community.

The Nursery Manager will oversee the operation of the nursery to the highest standards, ensuring that the best possible environment and care are provided for young children.

Main Responsibilities

- To be responsible for and to oversee the day to day management, staffing, organisation and smooth running of the Nursery.
- To develop the ethos of For Under Fives and to create a welcoming and family friendly environment.
- To develop, implement, review and update all appropriate policies & procedures for the nursery setting
- To contribute to the strategic planning, monitoring, evaluation and development of the Nursery.
- To be responsible at all times for high standards of care and education of children between 0 to five years in accordance with statutory requirements.
- To ensure the EYFS is promoted and delivered within the setting and the principles adhered to.
- To ensure effective communication between the nursery staff and with all partner organisations.
- To order and maintain equipment and resources in the Nursery
- To be accountable and responsible for day to day financial systems directly relating to the Nursery provision.
- To be responsible for admissions in line with the admissions policy
- To keep a register and up to date records of all children using the nursery provision and to give regular feedback to parents about their child's development and progress.

- To be responsible for organising training and monitoring students in the nursery provision.

Additional Requirements

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 child protection policies and procedures).

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 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 is mainly office/nursery based, but will be expected to attend meetings & training in other places.

Knowledge and Skills

- Knowledge, understanding and practical experience of Day Care for young children
- Knowledge and practical understanding of child development and parenting
- Knowledge and understanding of EYFS Statutory Framework and the inspections process for approval of early years settings
- Knowledge and ability to create and implement policies and procedures consistent with legislation, regulations and local requirements
- Able to work independently and to manage own time efficiently
- Experience of managing, supervision and appraisal of staff
- Ability to develop an effective team
- Warm and caring personality – friendly and approachable to families
- Ability to create and implement basic systems for child records and financial records
- Ability to communicate effectively with staff at all levels
- Commitment to the principle that families 'know best' about their own needs
- Commitment to equal opportunities for all children and families

A) Other Duties

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

B) Equal Opportunities

The post holder must carry out his/her duties with full regard to the setting's Equal Opportunities policy

C) Health and Safety

The post holder must carry out his/her duties with full regard to the setting's Health and Safety procedures.