

Post Title: Manager – Community Nurseries CC539

Evaluation: 618 points **Grade:** N09

Responsible To: Senior Manager – Community Nurseries

Responsible For: Staff as allocated

Job Purpose: To manage community nurseries in line with Ofsted requirements, Every Child Matters principles and the Early Years Foundation Stage framework, ensuring that childcare provisions meet the needs of the service users and ensuring a safe, healthy and positive environment in which children can learn and develop.

Main Duties: The following list is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To deliver a high quality service in line with Ofsted regulations which provides opportunities for improved outcomes for children, and comply with relevant legislation.
- 2 Regularly assess the demonstrated needs of the community and provide information as required to inform the service provision.
- 3 To manage a team of staff dealing with recruitment, performance management, professional development and other employment related matters.
- 4 To monitor allocated budgets in line with corporate and directorate financial regulations.
- 5 Allocate places to children in line with the Admissions Policy. Participate in Early Help and Supporting Families meetings to ensure funded places are allocated and reviewed in line with CAF principles.
- 6 Provide monitoring information as required to the Integrated Service Managers to inform reshaping of integrated childhood services.
- 7 Collate and disseminate information on new childcare initiatives and research which may impact on the service.
- 8 Ensure the provision of nutritious meals appropriate to the needs of children taking into account cultural and religious requirements.
- 9 As the Safeguarding Lead for the Nursery, ensure all safeguarding matters are addressed and managed in accordance with all relevant policies. Attend case conferences, review or planning meetings when necessary and prepare and present reports regarding children, involving their parents in this process.

- 10 Initiate and undertake liaison work with relevant agencies to promote the work of the service and establish links, which may enhance options for families using the service.
- 11 To contribute to policy development, providing advice and guidance on policy, procedures and external regulation as required.
- 12 Ensure that all records and systems are in place, ensuring these are well maintained and compliant to relevant legislation.
- 13 Ensure the activities and programmes provided offer learning opportunities for all children appropriate to their ages and which cover all areas of child development.
- 14 Implement, maintain and monitor programmes devised for recording children's development and achievement.
- 15 Develop strong relationships with parents and encourage parental involvement in their child's development.
- 16 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 17 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.