Dots n Spots Day Nursery Business Development Manager
JOB DESCRIPTION

"We're all different but as a team we fit together"

Mission Statement

To provide the highest quality compliance across the setting, ensuring a safe and secure, happy, friendly, nurturing environment to families in and around Skelton.

Job Title: Business Development Manager

Responsible to: Senior Leadership Team / Board of Trustees
Responsible for: Deputy Managers, Room Leaders, Early Years Practitioners, Apprentices and other nursery staff
Setting: Registered Charity and Not-for-Profit Organisation
Working Hours: As required to meet the operational needs of the setting

Job purpose

To lead, manage and develop the nursery, ensuring that all children receive high-quality care, education and support within a safe, inclusive, nurturing and stimulating environment.

The Nursery Manager is responsible for the effective day-to-day operation of the nursery, providing strong leadership to staff, maintaining compliance with statutory requirements and promoting positive relationships with children, families, staff and the wider community.

As part of a registered charity and not-for-profit organisation, the Nursery Manager must ensure that decisions and resources are managed responsibly and in the best interests of the children, families and charitable aims of the organisation.

The role requires a passionate, motivated and experienced early years professional who can lead by example, support staff development, drive continuous improvement and maintain a strong focus on children's learning, development, welfare and wellbeing.

Main Responsibilities

- **A. Leadership and Management**
- Provide strong, visible and effective leadership across the nursery.
- Oversee the day-to-day running of the setting, ensuring that rooms and services operate safely, efficiently and in accordance with organisational procedures.
- Lead, motivate and support the staff team, promoting a positive, professional and inclusive working culture.

- Ensure roles and responsibilities are clearly understood and that staff are held accountable for their practice.
- Work closely with the Senior Leadership Team and trustees, where appropriate, to support the strategic direction and development of the organisation.
- Identify areas for improvement and implement action plans to strengthen practice and outcomes for children.
- Promote teamwork, effective communication and consistency across all rooms.
- Ensure that appropriate management cover and contingency arrangements are in place.
- Support the recruitment, induction, retention and development of staff.
- Lead by example, demonstrating professionalism, integrity, fairness and a commitment to high standards.
- **B. Safeguarding and Child Protection**
- Act as a Designated Safeguarding Lead within the setting, ensuring that children's safety and welfare remain the highest priority.
- Ensure the nursery's safeguarding and child protection policies and procedures are implemented, understood and followed by all staff.
- Maintain an up-to-date understanding of safeguarding legislation, statutory guidance and local safeguarding procedures.
- Ensure concerns about children are recognised, recorded, reported and acted upon promptly and appropriately.
- Work with parents, carers, social care, health professionals and other relevant agencies where required.
- Ensure appropriate safer recruitment procedures, staff suitability checks and ongoing suitability monitoring are maintained.
- Ensure allegations against staff and concerns about adults working with children are managed in accordance with current procedures.
- Promote a culture in which staff feel confident to report concerns and understand their safeguarding responsibilities.
- Ensure whistleblowing procedures are accessible and followed.
- Maintain accurate, confidential safeguarding records and ensure information is shared appropriately.
- **C. Quality of Care, Education and Curriculum**
- Ensure the nursery provides high-quality early years education in line with the Early Years Foundation Stage (EYFS) statutory framework.
- Oversee curriculum planning and implementation to ensure it meets children's individual needs, interests, ages and stages of development.
- Ensure children's learning and development are supported through purposeful play, meaningful interactions and responsive teaching.

- Monitor the quality of teaching, care and learning across all rooms.
- Support Room Leaders to develop engaging environments and effective learning opportunities, indoors and outdoors.
- Ensure children's progress is monitored appropriately and that any emerging needs are identified and addressed.
- Promote inclusive practice and ensure children with special educational needs and disabilities (SEND) receive appropriate support.
- Work with the Special Educational Needs Coordinator (SENDCo), staff and external professionals to secure appropriate interventions and support.
- Ensure transitions between rooms, settings and school are planned effectively.
- Promote children's communication, language, physical development, emotional wellbeing, independence and positive relationships.
- Ensure children's voices, interests and experiences inform practice.
- **D. Safeguarding, Health and Safety**
- Ensure the nursery provides a safe, clean, secure and well-maintained environment.
- Oversee risk assessments and ensure control measures are implemented, reviewed and communicated to staff.
- Ensure accidents, incidents, injuries and near misses are recorded and managed appropriately.
- Maintain effective arrangements for fire safety, emergency evacuations, first aid, medication, allergies and infection prevention.
- Ensure staff understand their responsibilities for supervision, child collection, visitor management and site security.
- Monitor the safety of indoor and outdoor environments, equipment and resources.
- Ensure food safety, hygiene and relevant dietary and allergy procedures are followed. Kitchen staff are supported to provide nutritious menu’s that follow Eat Well guidance.
- Ensure required notifications and reports are made to Ofsted and other relevant authorities within applicable timescales.
- Take immediate and proportionate action when safety concerns arise.
- **E. Staff Management and Development**
- Manage, support and develop the staff team to maintain high standards of practice.
- Ensure appropriate staffing levels, deployment and supervision arrangements are maintained in accordance with applicable requirements.
- Oversee staff rotas, attendance, annual leave and absence cover.
- Conduct staff supervisions, appraisals and performance reviews.
- Identify training needs and support staff in achieving relevant qualifications and professional development.

- Monitor staff performance, practice and conduct, addressing concerns fairly, promptly and in line with organisational procedures.
- Support Room Leaders and Deputy Managers to develop their leadership skills and responsibilities.
- Promote staff wellbeing, professional accountability and positive working relationships.
- Ensure mandatory training and required professional development are completed and recorded.
- Follow appropriate procedures for capability, disciplinary, grievance and absence management, seeking support from senior management where necessary.
- **F. Parent, Carer and Community Partnerships**
- Build positive, respectful and professional relationships with parents and carers.
- Ensure families receive clear, accurate and timely information about their children's care, learning, development and wellbeing.
- Promote effective communication between staff and families, including through the nursery's communication systems.
- Respond to enquiries, concerns and complaints promptly, sensitively and in accordance with organisational policies.
- Work in partnership with families to support children's individual needs, transitions and development.
- Maintain confidentiality and ensure personal information is handled in accordance with data protection requirements.
- Promote equality, diversity and inclusion, ensuring all families feel welcomed and valued.
- Develop positive links with local schools, community organisations, professionals and relevant support services.
- Support fundraising, community activities and initiatives that contribute to the charitable aims of the organisation.
- **G. Charity Governance and Not-for-Profit Responsibilities**
- Understand and promote the organisation's charitable purpose, values and commitment to supporting children and families.
- Ensure the nursery's resources are used responsibly and in the best interests of the organisation and its beneficiaries.
- Support the organisation in delivering accessible, high-quality early years provision within its available resources.
- Contribute to service development plans, annual reports, quality assurance reviews and organisational improvement plans.
- Maintain accurate records and provide relevant operational information to the Senior Leadership Team and trustees, as required.
- Support the preparation of reports relating to achievements, performance, service quality, staffing, occupancy and areas for development.

- Identify opportunities to improve efficiency, reduce unnecessary expenditure and make effective use of resources without compromising children's care or safety.
- Support fundraising, community engagement and charitable projects where appropriate.
- Demonstrate transparency, accountability and responsible decision-making.
- Understand the distinction between operational management responsibilities and the formal governance responsibilities of the charity's trustees or directors.
- **H. Financial and Business Management**
- Support the effective financial management of the nursery in line with delegated authority and organisational procedures.
- Monitor occupancy, enquiries, registrations, attendance and retention to support sustainable service delivery.
- Ensure fees, invoices, funded childcare arrangements and additional charges are administered accurately and consistently. Support the Office Manager
- Monitor expenditure, staffing costs, supplies and resources, identifying opportunities for responsible savings.
- Ensure appropriate purchasing, stock control and ordering procedures are followed.
- Support budget planning, financial monitoring and reporting as required.
- Ensure funding claims, attendance records and supporting documentation are accurate and submitted within required deadlines.
- Work with the office manager to address outstanding fees and resolve payment queries professionally.
- Identify opportunities to strengthen the sustainability of the nursery while maintaining high-quality care and education.
- Ensure financial decisions reflect the organisation's charitable objectives and applicable financial controls.
- **I. Policies, Procedures and Regulatory Compliance**
- Ensure the nursery operates in accordance with the EYFS statutory framework, applicable childcare legislation, Ofsted requirements and relevant employment, health and safety, equality and data protection legislation.
- Maintain, implement and regularly review nursery policies and procedures.
- Ensure staff are familiar with relevant policies and understand their responsibilities.
- Prepare the setting for inspections, audits and external monitoring visits.
- Ensure recommendations and required actions arising from inspections, audits, complaints or internal reviews are addressed promptly.
- Maintain accurate, organised and accessible records.
- Monitor compliance with registration conditions and reportable requirements.
- Keep up to date with changes in legislation, statutory guidance and early years practice.

- Promote a culture of continuous improvement, reflective practice and professional learning.
- **J. Premises, Resources and Environment**
- Ensure the nursery premises are welcoming, inclusive, well organised and appropriate for children's needs.
- Oversee the maintenance, cleanliness and safe use of rooms, outdoor spaces, furniture, equipment and resources.
- Ensure repairs, maintenance issues and hazards are reported and addressed promptly.
- Support the development of stimulating indoor and outdoor learning environments.
- Ensure equipment and resources are suitable, age-appropriate and maintained safely.
- Coordinate with contractors and maintenance providers when work is required, ensuring appropriate risk assessments and safety arrangements are in place.
- Promote responsible use of resources and environmentally considerate working practices.
- **3. Person Specification**

Essential qualifications and experience

- A recognised, full and relevant early years qualification at Level 3 or above, meeting applicable requirements for the role.
- A suitable management qualification or demonstrable management experience in an early year's setting.
- Substantial experience working within an early year's or childcare environment.
- Experience of leading, supervising and developing staff.
- Strong knowledge of the EYFS statutory framework and early years safeguarding requirements.
- Experience of maintaining high standards of care, education, health and safety and regulatory compliance.
- Experience of working in partnership with parents and carers.
- Strong organisational, communication and problem-solving skills.
- The ability to manage competing priorities and make effective decisions.
- A commitment to inclusion, equality and positive outcomes for all children.
- A clear understanding of confidentiality, professional boundaries and safeguarding responsibilities.
- The ability to meet the suitability and safeguarding requirements of the role.

Desirable

- A relevant Level 3 qualification.
- Experience managing a nursery or childcare setting.
- Experience of Ofsted inspections, quality assurance and improvement planning.

- Experience of managing budgets, occupancy and financial administration.
- Experience working within a charity, community organisation or not-for-profit setting.
- Knowledge of SEND support and multi-agency working.
- Experience of recruitment, staff performance management and workforce development.
- Experience of fundraising, community engagement or charitable reporting.
- **4. Personal Qualities and Skills**

The successful candidate will demonstrate:

- A genuine passion for children's learning, development and wellbeing.
- Strong leadership skills and the ability to inspire and motivate others.
- A warm, approachable and professional manner.
- Excellent communication and interpersonal skills.
- Integrity, honesty and accountability.
- Confidence in making decisions and managing challenging situations.
- Flexibility, resilience and the ability to work under pressure.
- A proactive approach to problem-solving and continuous improvement.
- Strong attention to detail and effective organisational skills.
- A commitment to fairness, inclusion and respectful relationships.
- An understanding of the importance of the organisation's charitable values and responsibilities.
- **5. Key Working Relationships**

The Nursery Manager will work closely with:

- The Senior Leadership Team and relevant trustees or directors.
- Deputy Managers and Room Leaders.
- Early Years Practitioners, apprentices and support staff.
- Parents and carers.
- The designated safeguarding lead and SENDCo.
- Ofsted and relevant local authority teams.
- Schools, health professionals and other external agencies.
- Finance, administration, catering, maintenance and other support services.
- **6. General Responsibilities**
- Maintain professional standards and act in the best interests of the children and organisation at all times.

- Uphold the organisation's policies, procedures, values and code of conduct.
- Maintain confidentiality and comply with data protection requirements.
- Undertake relevant training and professional development.
- Participate in meetings, supervisions, appraisals and quality assurance activities.
- Undertake other reasonable duties appropriate to the level and responsibilities of the role.

This job description outlines the main duties and responsibilities of the post. It is not exhaustive and may be reviewed in consultation with the postholder to reflect changes in legislation, organisational priorities and service requirements.

Employee name: _____

Employee signature: _____

Manager / authorised representative: _____

Date: _____