



JOB DESCRIPTION

Nursery Manager	
Scale	H Points 17-22
Hours	Hours: to be agreed
Section	Support Staff
Responsible to	Headteacher and Governing Body
Responsible for	Manage and lead a team of nursery staff, key workers, and others employed in the childcare facilities.

Main Duties	<ul style="list-style-type: none"> • Undertake the daily management of the Nursery to ensure that high standards are developed and maintained throughout. • Ensure appropriate activities are provided to ensure that, whilst in the Nursery, children receive physical, emotional, social and intellectual development, giving consideration to families ethnic, cultural and linguistic backgrounds. • Maintain relationships with parents and carers on the admission, care and education of children to ensure that the diverse needs of the children are met. • Manage the continual monitoring, review and quality improvement within the Nursery. • Ensure the Operational Plan operates in practice. • Be responsible for the smooth transition of children between settings through initiating good communication and working relationships with school and parents. • Manage the recruitment and selection of Nursery staff making sure that those appointed are qualified and possess the skills required to work in the Nursery. Maintain records and liaise with Personnel to ensure that all staff have contracts and the correct procedures relating to employment e.g. DBS checks are followed and organise Nursery staff in the provision of developmentally suitable and varied activities to ensure that children receive the appropriate care. • Keep abreast of legislation, guidelines; policies etc. to ensure the National Standards are met at all times. Develop and regularly review a set of policies and procedures to be followed within the Nursery and out of school care to ensure compliance with legislation and regulations and be aware of H&S regulations to ensure the Nursery is kept to the required standard of cleanliness and hygiene and be responsible for all Health and Safety matters
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	<p>in the Nursery to ensure the wellbeing of children, staff and visitors.</p> <ul style="list-style-type: none"> • Liaise with appropriate external agencies to develop practice and provision within the Nursery. • Convene and attend regular staff meetings and parents meetings. • Assist the management board in securing OFSTED registration in order to provide consistent quality of service and be responsible for the preparation for OFSTED inspections and action any recommendations that may result from inspection to ensure that the Nursery is run within National guidelines. • Responsible for meeting the welfare requirements of the Early Years Foundation Stage. • Attend Governor committee meetings and other meetings as required • Monitor the number of places being used in the Nursery; receive initial enquiries for places, issue information and ensure that all forms are completed correctly before admission in order to ensure that the Nursery is run efficiently. Oversee the purchase and maintenance of apparatus etc. to ensure the Nursery is suitably equipped within the allocated budget and maintain up to date records of resources and accurate financial records to ensure that SMBC's financial procedures are adhered to and income and expenditure is kept within budget. • Support staff in the development and maintenance of appropriate planning, observation and assessment procedures to ensure a consistent service and develop, with staff, a recording system for individual children which can be shared with parents and other professionals and agencies enabling improvements to working methods and service. • Work with the site team to monitor Health and Safety and review risk assessments. Ensure staff are made aware of Health and Safety issues and are involved in monitoring risk assessments. • Ensure that appropriate records and administration systems, including the children's, families, staffing, registers, health and safety, sickness records etc., are maintained to ensure confidentiality of information. • Supervise and provide advice, guidance and training to students, trainees and others on work placements or work experience in order that they receive the appropriate support and guidance and establish relationships with colleges and schools as necessary in order that their activities are co-ordinated. • Act as the Child Protection Co-ordinator working with other professionals in the identification and monitoring of child protection issues and the management of appropriate care programmes ensuring that SMBC's guidelines for Child Protection are adhered to. Develop relationships with external agencies and professionals to ensure adequate care of the children is maintained. • Be responsible for the Nursery budget and the day to day financial administration. • Promote the Nursery within the local area and community. • Encourage community links through trips/fun days/open days. • To provide childcare/education for children eligible for education funding (grant) as part of Neighbourhood Nursery remit. • To manage and provide childcare for the Children's Centre. • Provide a stimulating outdoor environment. • To monitor and track children's progress put in place interventions as needed.
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	<ul style="list-style-type: none">• Responsible for handling small amounts of cash, cheques, invoices or equivalent for minor stocks, petty cash, school trips and fund raising events.• Responsible for procuring a limited range of supplies and stocks.• Responsible for the correct use and handling of equipment.• Some responsibility for ensuring that the correct equipment/resources are available for pupil use.• The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the MAT Health and Safety policies.• Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.• Perform any other reasonable tasks within the range of the salary grade
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Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.

COMMITTED TO EQUAL OPPORTUNITIES