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**Job Description**

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| Job Title: | Nursery Manager |
| Reporting to: | Early Years Academy Manager |
| Responsible for: | Little Discoveries Frome |
| Grade / Salary | £29,700 – 37 hours a week |

**Purpose of role:**

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| This role is responsible for all aspects of the day to day management of Little Discoveries Frome to include Safeguarding and Welfare of all staff and children.  The post holder will ensure high quality provision is provided for all children that attend tailored to their individual needs, ensuring that children reach the intended outcomes set out within the Curriculum.  The post holder will strive to meet Good and Outstanding outcomes for children, working together with the staff team to achieve this ultimate goal. |

**Main Duties:**

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| * Strong commitment to providing an inclusive working environment for all * Working alongside parents and carers to develop positive partnerships that support children’s holistic development * Hold Designated Safeguarding lead for the Nursery, ensuring that all staff and children are safeguarded effectively acting on any concern immediately * Understand the SENCO role and ensure that the graduated response approach is in place for all children with an identified developmental need * Ensure that relevant health and safety checks and awareness of maintenance is communicated effectively * Work closely with the Early Years Academy Manager to ensure that the nursery is Ofsted ready * Support the Early Years Academy Manager with the vision set out in the SS&L’s Early Years Strategy * Development and revision of Policies and Procedures alongside the EYA Manager * Provide reports to the Early Years Academy Manager against targets and progress against actions * Monitor, manage and promote occupancy levels within the nursery to ensure the nursery is financially sufficient, developing growth and meeting business aims * Carry out regular supervisions with the team to ensure that there is an effective oversight of their personal development as well as being fully informed of their key children’s development * Through regular and supportive supervisions with staff, identify staff strengths, training need and any areas for development * Create weekly staff rotas ensuring that statutory ratios are maintained * Review staffing alongside occupancy, recruit and select new staff appointments if required * Support any Traineeships and Apprentices within the setting * Undertake regular observations of staff, supporting role modelling and coaching them * Carry out annual appraisals with all staff in line with company procedures * Be committed to support staff wellbeing and incorporate this in creative ways * Responsible for key holding and ensuring the building is safe and secure * Responsible for being a card holder and recording financial transactions, managing this alongside a budget * Develop and maintain highly professional working relationships with relevant Local Authority departments, regulatory bodies and other agencies * Maintain accurate accounts for the nursery and produce management information in accordance with company procedures * Manage, monitor and control budgets and maintain petty cash systems. Create and manager monthly invoices and be responsible for debt control * Develop an improvement plan to show commitment to ongoing development of the setting, feeding into any training plan   Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the Company |

**Mandatory Duties:**

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| * Ensure the Statutory duties set out within the EYFS are met * Ensure that all Policies and Procedures are regularly updated and upheld by all * Commitment to promoting Equal Opportunities * Commitment to the Safeguarding and Welfare of all children and staff working at the setting |

**Person Specification:**

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| 1. Key Competencies | |
| A strong, dedicated and innovative Early Years Manager with experience of achieving high quality outcomes for children, ensuring Safeguarding and Welfare is always a priority.  Ability to work as a positive and enthusiastic role model to support a small team striving to achieve high quality and consistent outcomes for all children.  An inspirational leader possessing excellent interpersonal and communication skills.  Enjoys being part of, as well as leading and motivating a successful and productive team. | |
| 2. Work Experience | |
| Essential | Desirable |
| * Performance management of a team to ensure targets are achieved * Designing and implementing quality initiatives to achieved specific outcomes * Excellent communication skills transferable to children, staff and parents * A minimum of 2 years’ experience of working in an early years setting, or have at least 2 years other suitable experience. * Understanding of the SENCO roles and responsibilities | * Achieving Good or Outstanding at Ofsted inspection * Experience of using a nursery management IT system * Experience of a SENCO role * Experience of OFSTED inspection in an Early Years setting |
| 3. Qualifications & Skills | |
| Essential | Desirable |
| * Approved Level 3 Early Years qualification * GCSE/Level 2 English A-C * GCSE/Level 2 maths A-C (*or willing to achieve within 2 years of appointment)* * Safeguarding Level 2 * Thorough knowledge of the EYFS and related non Statutory documents * A sound knowledge of childcare development from birth to five years * Paediatric First Aid *(or willing to undertake on appointment)* | * A higher level qualification in Early Years * Early Years Professional Status/QTS * Level 3 or above in Leadership & Management * Food Hygiene * Designated Safeguarding Officer training * LA Safeguarding interagency training * Level 2 ICT |
| 4. Personal Qualities and Other | |
| Essential | Desirable |
| * Have your own car with business use included on your policy and be able to travel across Somerset if required * A friendly approachable character * Innovative and passionate about quality outcomes for all children * Self-motivated and eager to lead a team through example * A good problem solver with a ‘can do’ attitude | * Excellent organisational skills and ability to meet deadlines * Resilient and caring with an empathetic approach towards staff |