

Job description



Job title:	Nursery Manager
Department:	St Paul's Nursery
Reporting to:	The Principal
Manages:	All Nursery staff
Liaison with:	Parents, Nursery Management Committee, Council Childcare services, Ofsted, external training providers, staffing agencies, internal College staff, other College Nursery managers and staff

Purpose of the role

To provide an outstanding EYFS provision catering for the developmental, educational and pastoral needs of all children using a nurturing, child-led approach. To lead, model and support Nursery staff in the development of an excellent curriculum, tracking and reporting childrens' progress as well as the CPD of staff themselves. To be responsible for the day-to-day financial, administrative and regulatory management of the Nursery to ensure an efficient, cost-managed and responsive service to all users.

The post-holder will be expected to support the Principal and the Nursery Committee in the review and development of the Nursery structure, framework and operations to ensure an efficient, cost-effective, value-for-money and sustainable service.

Main Responsibilities

Child Care provision, safeguarding and EYFS Framework

- To plan, oversee and implement an excellent programme of play and educational activities within the EYFS framework to ensure that the children develop to their full potential and that individual needs are met.
- To create a positive, inclusive, secure and happy atmosphere for the children within a stimulating, attractive and safe environment.
- To lead and support the SENCO coordinator in the development and enhancement of the Nursery's provision for special educational needs, practices and procedures.
- To write, maintain and disseminate up-to-date policies and operating procedures ensuring that all staff are aware of developments and any changes in requirements are actioned promptly and effectively.
- Be the designated safeguarding lead for the Nursery ensuring strict adherence to safeguarding regulations and operating guidelines.
- Ensure that that appropriate cover is in place in the Nursery Manager's absence
- Keep relevant authorities/bodies informed of changes in staffing, child numbers and procedures as needed
- Implement and maintain working practices and procedures which ensure full compliance with all relevant safeguarding, health and safety, early years and Ofsted regulations.

- At all times ensure that operating ratios are adhered to and staffing numbers are allocated efficiently to maintain uninterrupted Nursery provision. This may include liaising with staffing agencies to supply appropriate temporary staff to work in the Nursery.
- Ensure that any safeguarding concerns/issues are reported promptly and in-line with statutory regulations. Keep the Principal informed of any safeguarding matters as appropriate.

Communications and reporting

- Establish and maintain excellent relationships and channels of communication with parents/carers, ensuring they are kept informed in appropriate and timely ways of developments in the Nursery, their children's progress and development.
- Ensure efficient, timely and accurate reporting as required by legislation, local authorities and relevant bodies.
- Ensure all notice boards and statutory notices are always up to date and compliant.
- Develop and expand the use of iConnect and other communication/ reporting software as appropriate, delegating 'super user' status to the Deputy Manager or Senior Nursery staff as appropriate.
- Develop and maintain strong working relationships with EYFS partners such as Ofsted and the County Council.
- Promote an open, communicative approach to dealing with concerns or issues that arise, ensuring that parents/carers and staff alike feel able to discuss difficult and/or sensitive issues through appropriate means.
- Write, update and maintain the Nursery Handbook and guidance for Nursery users
- Market/advertise the Nursery through maintenance and development of the Nursery pages on the College's website and appropriate external sites such as Oxfordshire County Council and Day Nursery websites.
- Run regular parents' evenings and other open events to establish a broad range of opportunities for parents/carers to be involved in Nursery activities.
- Keep the Principal and the Nursery Committee apprised of Nursery developments, initiatives and policies on a regular basis.
- Ensure that all communications, record-keeping, notices etc comply with General Data Protection Regulations (GDPR) and any additional regulations which may apply to early years settings. Ensure all staff are aware of their GDPR responsibilities and are provided with regular refresher training in this area.

Staff Management

- Provide excellent leadership for all Nursery staff, developing their professional capabilities and supporting their development as Early Years practitioners.
- Promote an inclusive, supportive and open team working style, including holding regular team and one-to-one meetings.
- Ensure all staff members are fully trained and briefed as needed in all operating procedures and policies, helping them to identify areas for further development or to consolidate existing knowledge.
- Source a broad range of opportunities for staff training in-house, externally or in conjunction with other Nurseries to establish a regular programme of essential and developmental training.

- Have appropriate oversight of staff's daily work with children, including their recording of children's progress and development and real-time planning through IConnect.
- Undertake routine management tasks such as allocating and authorising annual leave, conducting regular performance reviews, managing sickness and other absence and assisting Human Resources with any personnel issues, job reviews or other matters which require a coordinated approach.
- Manage staff attendance and absence to ensure adequate and compliant staffing levels at all times.
- Mentor and support junior members of the team whilst they undertake training and complete childcare qualifications.
- Provide opportunities to recruit and develop future staff in-house such as through apprentice and training schemes.
- Work closely with the HR team on the recruitment of new staff members, including inductions and necessary pre-employment checks.

Health and Safety

- Ensure that all statutory and college policies and procedures are adhered to in order to maintain the safety and security of the children, Nursery staff and the physical Nursery environment.
- To take responsibility for the health and wellbeing of the children whilst in the Nursery's care, ensuring first aid is properly administered, monitoring for illness and ensuring all health and wellbeing needs are met as needed.
- Ensure that all staff are aware and fully trained on their responsibilities in respect of Health and Safety.
- Write, update and maintain appropriate Health and Safety related policies and operating procedures and ensure staff are fully briefed on these at all times. This includes updating and maintaining Covid related policies and procedures.
- Maintain excellent record-keeping and reporting processes such as for the administering of first-aid and medication and reporting of child sickness and injury.
- Run regular drills for fire safety, evacuation and lockdown protocols.
- Ensure that all staff take responsibility for maintaining the highest standards of cleanliness and hygiene both in supporting the children with personal hygiene and ensuring Nursery resources are clean, safe and in good working order.
- Ensure housekeeping and repair of the premises, equipment, furnishings and fittings are maintained, including arranging for major cleaning and maintenance work to take place and to report matters requiring attention to the relevant College department.
- Ensure strict protocols are adhered to around food hygiene and food safety.
- Liaise with HR to ensure that all first-aid certification is current.
- Source and book Health and Safety related training for all staff as needed.

Nursery Administration and Finance

- Develop and maintain Nursery admissions policies and procedures including the operation of waiting lists, communication with prospective Nursery users and induction programmes for new entrant children.
- Ensure all starter and leaver children are added/removed to the necessary databases as needed without delay, keeping relevant departments and authorities informed.

- Maintain a smooth, efficient and compliant record-keeping system both electronic and, where necessary paper-based to ensure that 'back-office' operations are managed effectively and are accessible to any staff who may need to provide management cover.
- To act as Budget Holder for the Nursery, carrying purchasing responsibility for equipment, food items, general supplies.
- To assist the College Accountant to monitor income and expenditure and maintain the Nursery accounts.
- Provide benchmarking and other relevant data to assist the Nursery Committee and Treasurer with the annual review of Nursery fees.
- Provide the Treasury with the necessary information to enable the collection of fees from parents on a monthly basis and to maintain records.
- Source, claim and report on any available grants and funding that may apply to the Nursery setting or individual children as appropriate.
- Maintain the Nursery inboxes, responding in an appropriate and timely manner to a wide range of queries and issues.
- Ensure that Nursery staff, as appropriate, are kept abreast of administrative issues which may affect their work.
- Attend regular meetings of the Nursery Committee and one to one meetings with the Principal, preparing papers and reports as needed in advance.
- Liaise with other College managers and staff to further integrate the Nursery into the wider College community and keep staff informed of Nursery initiatives and successes.
- To maintain accurate petty cash records.

General

- As a management post, it is essential that the post-holder adopt a flexible, hands-on approach to their responsibilities and a willingness to undertake additional duties commensurate with the level and seniority of the post. A flexible approach to working hours will be needed at peak times and in order to accommodate staff meetings, parent's evening or emergencies.
- This is a newly-defined role and it is anticipated that the responsibilities will change and develop over time. The responsibilities above are indicative of the main areas of work and are not an exhaustive list.
- As a senior Early Years practitioner, the post-holder is expected to keep themselves updated on any changes to legislation that affects the operation, staffing or training needs of the Nursery.

Essential criteria

- Ofsted-recognised Early Years qualification to at least level 3.
- Proven experience as an excellent Early Years practitioner.
- Recent experience of running Nursery operations in a similar setting (this could, for example be as a result of having lead a team in a larger Nursery, been a Deputy Manager or acted in an interim/cover capacity).
- Excellent working knowledge of relevant Safeguarding, EYFS, Ofsted and other applicable regulatory policies, standards and processes.
- Calm under pressure with a warm and approachable leadership and management style.
- Good working knowledge of GDPR as it relates to early years settings.
- Experience of working with SEN children

- Excellent communication skills with the capacity and confidence to engage and influence a wide range of internal and external stakeholders.
- Good level of numeracy with an ability to handle financial and budgetary information
- Good level of IT literacy with knowledge of standard software packages and databases.
- Excellent organisational and administrative skills, must be able to work to deadlines, maintain efficient, accurate and logical record keeping systems and juggle a varied workload.
- A positive, flexible, 'can-do' approach to a wide range of Nursery operations with a willingness to take a hands-on role in providing care for the children.

Desirable criteria

- Experience of using iConnect or similar EYFS recording and reporting software
- Experience of managing budgets
- Previous experience of Oxford College Nurseries or similar environments
- Early Years qualification above a level 3
- Relevant SEN (Special Educational needs) training or qualifications
- Previous experience of mentoring junior EYFS practitioners

Training and certification

At all times the post holder must have the following, current certification as a minimum

- Enhanced DBS certificate (with an update service subscription)
- Basic Food Hygiene Certificate
- Paediatric First Aid
- Specialist safeguarding
- Safer recruitment