

Fazakerley Children's Centre Nursery

Nursery Manager Job Description



Reporting to: The Headteacher

Responsible for: Line management of nursery staff and auxiliary staff

Main purpose of the job:

- To be responsible for the development and daily management of Nursery provision and staff.
- To develop and implement effective Early Years curriculum plans and monitor outcomes taking responsibility for the learning and achievement of all pupils in the nursery ensuring equality of opportunity for all
- This role will have direct management responsibility for staff and the unit budget.
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the professional position
- Work proactively and effectively in collaboration and partnership with pupils and their families, parents/carers, governors, other staff and external agencies in the best interests of children and their families
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school
- Take responsibility for ensuring all aspects of safeguarding are met including in line with site, local and national policies and guidance.

Main areas of responsibility

Leadership and Management

- Ensure the nursery provides a safe, caring, stimulating educational environment both indoors and outdoors at all times.
- Undertake the daily effective management of the Nursery in accordance with statutory frameworks, OFSTED requirements, statutory guidance and policies and all relevant legislation.
- Ensure the setting meets OFSTED standards and compliance at all times.
- Participate in the recruitment and selection of Nursery staff.
- Organise Nursery staff in the provision of activities and daily routines, including a key person system.
- Participate in developing and reviewing policies and procedures to ensure compliance with legislation and regulations.
- Be responsible for all Health and Safety matters in the Nursery and setting.
- Oversee the purchase and maintenance of equipment and resources in line with policies and procedures.
- Provide advice, guidance and training to staff and others and oversee staff's continued professional development
- Ensure that staff have a sound working knowledge of EYFS and child development and all safeguarding practices.
- Plan and implement the marketing and promotion of the Nursery.
- Undertake regular monitoring activities in relation to all aspects of the provision to ensure quality and compliance, using the information to contribute to development plans and self-evaluation
- Maintain accurate records and produce management information as required including documentation/reports to the headteacher and Governing Body for example, in relation to performance, standards and compliance.
- Work collaboratively with the headteacher, senior leadership team and governing body including to ensure that strategic aims are met.
- Responsible for securing OFSTED registration, preparation for OFSTED inspections and developing and implementing action plans to address recommendations.
- Completed a common core programme of induction for working with children, working to occupational standards and knowledge and skills
- Conduct staff appraisals and supervision as appropriate and identify staff training and development needs.
- Ensure all staff understand and work in line with Nursery and site policies and procedures, including how to deal with child protection issues appropriately and how to respond to accidents, complaints and emergencies.
- Maintain strong relationships with parents and carers and promote partnerships with parents throughout the nursery and across the site.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following protocol/procedures

Finance, Funding and Occupancy

- Work with finance, administration staff and the headteacher to manage and plan the Nursery budget effectively, supporting producing and managing the allocated budget and maintain administrative and financial records and maintain key responsibility for its day to day monitoring.
- To control costs in line with agreed budgets including working with finance and administration staff on fees and costings and supporting with the headcount submission and records.

- To review and monitor occupancy levels with the view of maintaining optimum capacity bearing in mind the needs of the children and liaising with the headteacher regarding changes to organisation and or structure.
- Identify sources of income, opportunities for increased funding including grants and bids and ideas for cost reduction.
- Assist in identifying financial risks and producing contingency plans including working with related finance and administration staff.

Learning and Development

- Ensure that children receive physical, emotional, social and intellectual development creating a strong ethos in the nursery which ensures all children's physical, emotional, social and intellectual diverse needs are met.
- Ensure that the nursery environment both inside and outside enables learning for all children with appropriate plans and assessment systems in place, enabling all children to make good or better progress.
- Work as a member of the team to contribute to care and learning development of the children in the setting and Early Years Curriculum.
- Oversee the monitoring of children's progress and tracking ensuring that standards are met.
- Support staff in the development and maintenance of appropriate planning, observation and assessment procedures
- Monitor staff practice and records, giving constructive feedback to ensure high standards of care and education
- Ensure that appropriate records and administration systems are maintained

Safeguarding

- Undertake the role of Designated Safeguarding Lead or Deputy Designated Safeguarding Lead .
- Take responsibility for ensuring all aspects of safeguarding are met including in line with site, local and national policies and guidance (included under leadership and management).
- Ensure all staff undertake regular safeguarding training appropriate to the role.

Other

- To have professional regard for the ethos, policies and practices of the Nursery and site and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the Headteacher

Note

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of the organisation and may change as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements with Standing Orders and Financial Regulations of the City Council and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.