



LEECHPOOL CATERPILLAR NURSERY AND AFTER-SCHOOL MANAGER JOB DESCRIPTION

Job Title: Nursery and After-School Club Manager

Location: Leechpool Primary School (Leechpool Caterpillar Nursery)

Responsible to: Governing Body Management Committee

Accountable to: Governing Body Management Committee

Responsible for: Deputy Manager, Team Leaders, Nursery Nurses, Nursery Assistants, Nursery Trainees, SENCo, Catering and Cleaning Staff, Students and Volunteers.

Liaising with: Ofsted Inspectors, Early Years Development Officers, EHO Inspectors, Health & Safety Inspectors, Doctors, Health Visitors, other Childcare Professionals.

Key Responsibilities

- To manage the provision of the nursery ensuring that children, parents and the staff team work together to provide high quality childcare.
- To be responsible for the management of day-to-day financial operations within the nursery, by meeting financial targets and managing the occupancy ensuring maximum capacity.
- To manage a staff team effectively.
- To agree and set nursery goals and monitor the achievement of progress against targets.
- To monitor and assess the quality of provision ensuring that policies and procedures, best practice and standards are maintained.

AREAS OF RESPONSIBILITY

1. Operational Responsibilities

- To be responsible for the day-to-day running of the nursery, always ensuring compliance with registration and legislative requirements.
- To ensure that the nursery conforms to and exceeds the requirements of Ofsted.
- To ensure that the nursery consistently meets the requirements set out in the Early Years Foundation Stage to a minimum good standard.
- To uphold and ensure a high standard of care throughout the nursery.
- To implement and maintain the Equality policy ensuring that children, parents and the staff team are valued and practice is positive and non-discriminatory.
- To monitor any safeguarding issues following local authority procedures.
- To give feedback to the Nursery committee about the nursery including any complaints received or any situation that may be detrimental to the company.
- Notify Chair of Management Committee of any complaints received or any situation that may be detrimental to the nursery, agree actions to resolve issues and implement accordingly.
- Prepare the nursery for Ofsted inspections and action any recommendations made by the inspector ensuring a minimum good grade is awarded.

2. Individual Accountability

- To ensure that all staff are aware of their areas of responsibility and to be able to clearly demonstrate an awareness of own areas of responsibility and how these are being met.
- To communicate effectively with all members of staff and be always professional.
- To ensure Nursery Development Plan is kept up to date and all staff are aware of this through Individual Development Plans and regular staff meetings.
- Work within the margins of confidentially respecting information pertaining to children, parents and staff.



LEECHPOOL CATERPILLAR NURSERY AND AFTER-SCHOOL MANAGER JOB DESCRIPTION

- Identify those whose practice does not comply with organisational and legal requirements, agree action plan with Management Committee and take steps to resolve issues.
- Manage own time to complete tasks effectively, prioritising workload and delegating tasks to management team. Monitor and evaluate progress of delegated tasks, providing constructive feedback.
- To contribute and participate in the development of new ideas.
- To keep up to date on all current childcare issues.
- Take overall responsibility for the safety and wellbeing of the children, ensuring that their needs are met.
- To make recommendations for the future development and long-term vision of the nursery.
- To ensure that the nursery is fully resourced with essential items to allow for full implementation of the Early Years Foundation Stage and Health & Safety legislation.
- Take part in regular meetings with the Management Committee, informing of nursery developments, implementation of standards, policies and procedures, areas of concern, and planned timetable of work.
- To be a key holder for the nursery.

3. Personnel

- To be accountable for staffing within the nursery ensuring that appropriate ratios of qualified to unqualified staff and children to staff are maintained.
- Maintain a list of appropriate bank staff.
- To ensure recruitment vacancies are advertised and filled in line with the company recruitment policy.
- Liaise with the Management Committee for all temporary staff requirements.
- To be responsible for the recruitment of new members of staff ensuring that all recruitment processes comply with nursery policy, employment legislation and Ofsted requirements.
- Ensure that all new staff members receive a formal induction during the probationary period and probationary review within the stated time scale.
- Oversee accurate and up to date personnel records for all employees within the nursery.
- Monitor and develop the work of the staff team against the criteria set in their job descriptions.
- To ensure that all staff receive an annual appraisal producing an Individual Development Plan.
- Maintain the Management's Committee supervision and appraisal system, assessing and appraising the performance of staff members, providing opportunities for further informal meetings if necessary.
- Identify and deal with poor performance with agreed action plans with individual, clear targets and goals, realistic timescales and opportunities for constructive feedback and monitoring, ensuring that all documentation is accurate and signed.
- In consultation with the Management Committee deal with grievance and disciplinary matters in accordance with nursery procedures.
- Establish and maintain effective working relationships in the staff team, through regular staff meetings, team meetings, training sessions and open honest communication.
- Provide constructive, honest, feedback to support and encourage all staff.
- Manage staff annual leave requests to ensure staffing requirements are met.



LEECHPOOL CATERPILLAR NURSERY AND AFTER-SCHOOL MANAGER JOB DESCRIPTION

- Monitor staff sickness, unauthorised absence and staff turnover reporting findings and proposals for implementation to Management Committee.
- To establish good professional relationships with colleagues working in other nurseries.

4. Finance and Administration

- Implement and ensure that set budgets are not exceeded.
- Monitor budgets against overall targets and goals, prepare for and attend budget meetings and plan remedial action for problem areas.
- Maintain accurate budget information.
- To prepare reports as necessary, including statistical analysis of occupancy and financial reports.
- To ensure that all relevant statistics are available on request and submitted when necessary.
- To monitor occupancy to ensure places are utilised to their maximum potential and future requirements are met and effectively managed.
- To ensure that petty cash is used appropriately, and accurate records are maintained and submitted monthly.
- To confirm accurate direct debit list's ensuring compliance with direct debit legislation at all times.
- To prepare and submit payroll amendments on a monthly basis ensuring a high degree of accuracy.
- To keep administration assistant and nursery committee informed of staff leavers and any relevant changes following pay roll submission.
- To ensure that all supplies are used with due economy.
- To ensure prior authorisation is sought for any expenditure outside set budgets.
- To keep all computer systems and records up to date and accurate at all times and to be aware of the Data Protection Act and its implications.
- To maintain children's records to a high standard with due regard to confidentiality.
- To observe children through play to identify their individual needs and half termly aims.
- To assist staff in the carrying out observations and evaluations of children's activities.
- To maintain personal contact with parents through meetings, parents' evenings, open days and informal conversations.
- To ensure that all parents are fully informed about the nursery and that new parents are welcomed appropriately giving due regard to their concerns and questions.
- To communicate effectively with parents through a half termly newsletter informing of nursery activities and developments.
- Ensure that all parents have signed a contract and agreed terms and conditions.
- Monitor and maintain key worker system.
- To monitor and collate Health and Safety logs and information.

5 Marketing

- Ensure that all staff always deliver high quality customer service.
- Ensure that all staff are trained to have regard for the parents/prospective parent's needs and information is communicated clearly and positively.



LEECHPOOL CATERPILLAR NURSERY AND AFTER-SCHOOL MANAGER JOB DESCRIPTION

- Devise an action plan to ensure that occupancy levels can be maintained throughout seasonal variations.

6 Training and Development

- Be professional, polite, and positive in all verbal and non-verbal interactions with staff, parents and children at all times.
- Through regular supervisions identify individual and nursery development needs ensuring these needs are met through appropriate training.
- In conjunction with management team provide information on appropriate training courses and learning opportunities.
- Ensure all staff are aware of how to access training.
- Ensure that funding is authorised and relevant paperwork is completed.
- Monitor and evaluate effectiveness of training through staff member's evaluation after training, following agreed actions to improve practice.
- To organise and implement on the job training within the nursery.
- To ensure that trainee staff have experience with different age groups and that appropriate learning objectives are assessed and evaluated accordingly.
- To ensure that areas for development on Individual Development Plans are always worked towards.

7 Health & Safety

- Ensure that all staff are aware of their own responsibilities.
- Ensure that all security systems are fully operational and access is denied to unauthorised personnel.
- Ensure that all risk assessments are up to date, and fire drills are carried out on a regular basis and recorded accurately and promptly.
- To bring any problems to the attention of the Management Committee.
- To have clear knowledge of procedures to be followed in case of emergency e.g. Fire, and accident, completing and submitting relevant paperwork.
- To oversee all medication administration within the nursery following medication policy.
- Operate high standards of cleanliness and hygiene within the nursery.
- To ensure that staff carry out appropriate indoor and outdoor equipment checks, checking the garden before each use.
- To ensure the nursery is kept clean and hygienic at all times and to carry out minor cleaning duties throughout the day following the Environment Cleaning Policy.
- To ensure that staff carry out regular cleaning of equipment and that it is recorded accurately.
- Lock up ensuring that the nursery is safely secured and alarmed.
- To ensure that equipment and resources used are of suitable design and condition, well maintained and conform to safety standards.



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Conditions of Employment

This Job Description is not intended to be a complete inventory of all the activities the jobholder would be expected to undertake. The post holder is required to comply with all the nursery's policies and procedures and to meet his/her responsibilities under the Health & Safety at Work Act. This Job Description will be subject to review and change in light of future developments. The post holder will be actively involved in the review with the Management committee.

Date of commencement in post: _____

Signature: _____ **Print:** _____

Chair of the Governors Management Committee

Signature: _____ **Print:** _____

Dated: _____