



PlayPals Nursery ~ 0-5 Years

Big opportunities for little people

Job Description – Nursery Manager

Reports to:	Directors of PlayPals Childcare Ltd Directors of QUEST
Main Responsibilities:	To deliver and ensure a high standard of learning, development and care for children aged 0-5 years and Ofsted requirements. To manage the day to day activities of the setting. To ensure that the preschool nursery is a safe environment for children, staff and others. To developing partnerships with parents/carers to increase involvement in their child's development. To manage the day to day finances and budget of the setting. To manage other staff within the preschool nursery. To be responsible for any tasks delegated by the Directors.

Main duties:

- Overall day to day management responsibility for the nursery.
- To work within the Childcare Act 2006 and ensure that local standards are adhered to.
- To be responsible for the efficient running of the nursery and overall delivery of a high quality service.
- To ensure that the nursery provides a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- To ensure that the nursery plans an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress
- To ensure the nursery meets Ofsted requirements at all times
- To form effective partnerships within the EYFS Team across QUEST
- To manage, supervise and support the nursery staff, conducting staff appraisals and supervisions as appropriate and to identify staff training needs.
- To undertake and assign designated officer roles
- To work with other professionals in the local area for the benefit of children and families.
- To ensure all staff understand and work to nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies.
- To ensure all policies are kept up to date and adhered to, and are reviewed in accordance to the planned cycle.





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- Take responsibility for planning, which ensures each child is working towards the early learning goals.
- To organise and participate in the key person system, keeping accurate assessments of the children's learning and progress
- To implement and review the Early Years Framework within the setting through daily routine and ensure that staff adhere to these statutory requirements.
- To ensure all records are properly maintained in accordance with the policies and procedures of the company.
- To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- To have responsibility for the setting resources and report loss or damage to management.
- To ensure that the setting has adequate resources to ensure a consistently high standard of practice is available to the children.
- To assist with the planning and organisation of the holiday play schemes, if required.
- To act as an ambassador for the organisation and maintain a positive image for it's aims and works.
- To work in partnership with senior management to update and review the self-evaluation and improvement plan.
- To undertake any other reasonable duties as directed, in accordance with the Nursery aims and objectives.





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Person Specifications

Factors	Essential Criteria	Desirable Criteria
Education & Qualifications	<ul style="list-style-type: none"> Minimum appropriate Level 3 qualification in Children and Young Peoples Workforce or equivalent. Paediatric First Aid & First Aid at Work To hold English and mathematics GCSEs (or equivalent) at level C or above 	Food Hygiene Certificate Safeguarding Qualification
Experience/ Knowledge	<ul style="list-style-type: none"> A minimum of 2 years recent experience, working in a Preschool /Nursery setting, ideally already in a senior practitioner or room leader role. Excellent working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance. Ability to lead a team and manage the setting. Knowledge and proven practical experience of implementing good quality learning opportunities. 	Ability to coordinate in a specific specialist area e.g. SENDCO
Skills & Attributes	<ul style="list-style-type: none"> Empathy and understanding of children under five. Excellent verbal and communication skills with staff, children and parents. Ability to write reports and keep clear and accurate records. Effective team leadership. Excellent organizational skills. Administrative and basic IT skills . Calm and caring nature Ability to work as part of a team Able to work on own initiative 	
Personal Qualities	<ul style="list-style-type: none"> Reliable, enthusiastic, and flexible A commitment to quality in all areas, with a high level of motivation and enthusiasm Able to perform under stress Punctual A creative thinker Patient, caring and nurturing A good sense of humour 	

The successful candidate must have:

- Satisfactory enhanced DBS clearance and the right to work in the United Kingdom
- Evidence to support information within the supporting statement/application form
- Satisfactory references

Signed _____ Date _____

