

Job Description and Person Specification

Setting Manager (Nursery & Duggies)

Parbold Douglas Nursery Ltd.

Job title:	Setting Manager (Nursery & Duggies)
Setting / Organisation:	Parbold Douglas Nursery Limited
Line manager:	Headteacher, Parbold Douglas CE Academy
Hours of work:	38
Salary range:	£31,500 to £39,500
Supervisory responsibilities:	All employees within Nursery & Duggies

Job Description (including details of main duties / responsibilities)

General

- Support the policies, ethos and vision of Parbold Douglas Nursery and Duggies.
- Actively promote high levels of achievement in Nursery and a high standard of care in Duggies.
- Lead the day-to-day management of Nursery and Duggies.
- Formulate and promote the aims and objectives of Nursery and Duggies.
- Seek and implement areas for improvement and the development of staff with regards to Early Years provision and wraparound care.
- Evaluate the effectiveness of the provision in Nursery and Duggies in close collaboration with the Directors.
- Market and promote the Nursery throughout the local community, responding to enquiries and meeting with prospective parents.
- Promote and market Duggies to parents of school pupils to maintain occupancy and revenue streams.
- Ensure effective use of Nursery management software to ensure efficient and effective operation of billing, bookings, parent communication, etc.

Curriculum planning and development

- Lead the Nursery and Duggies teams in the planning and delivery of a creative and stimulating curriculum.
- Ensure the curriculum in Nursery facilitates progress across the Early Years Foundation Stage (EYFS) Statutory Framework and develops each child's independence.
- Take responsibility for the provision of high-quality learning activities throughout the Nursery.
- Monitor the progress of children in Nursery and report evaluated data to parents and to the Directors.
- Work in partnership with the rest of the leadership team to monitor success and manage areas for improvement.
- Share and model excellent practice.

Leadership and management (including Health and Safety)

- Build leadership capacity by supporting the growth and development of future leaders within the team.
- Work with the rest of the leadership team to successfully implement policies and procedures.
- Provide line management to a team of Nursery Practitioners and Duggies Playworkers, directing the work of these staff.
- Maintain positive working relationships with all members of staff.
- Support and guide all team members working in the Nursery and Duggies.
- Lead training, development and induction processes for new and existing staff.
- Support the management of staff and assess performance.
- Maintain records of staff attendance, checking and authorising staff absence requests and monitoring lateness.
- Effectively managing the occupancy levels of Nursery and Duggies, ensuring appropriate staffing levels.



Parbold Douglas

NURSERY AND DUGGIES

- Plan and lead meetings with Nursery and Duggies staff.
- Manage and plan the day-to-day running of activities, including efficient use of resources.
- Keep on top of finances and, alongside the Company Secretary / School Business Manager, be responsible for managing the budget for Nursery and Duggies.
- Prepare for Ofsted inspections and work towards inspection goals.
- Keep up-to-date with the requirements of the EYFS statutory framework.
- Uphold safeguarding policies and procedures to ensure the safety of children is never compromised.
- Have an understanding of meeting the individual needs of children from differing backgrounds and of differing abilities.
- Act as a role model for children, aid their cognitive development and help to give them the best start in life.
- Always maintain the high standard of safety measures across Nursery and Duggies.
- Complete and update appropriate risk assessments for Nursery and Duggies, ensuring measures identified are adhered to.

Safeguarding

- Maintain an up-to-date knowledge of child protection and safeguarding legislation/legal guidance.
- Have due regard for safeguarding and promoting the welfare of children and young people, and for following the child protection procedures adopted by Parbold Douglas Nursery Ltd.
- Take on the responsibility of designated safeguarding lead for Nursery and Duggies (including all statutory duties relating to this), attending regular training as required.

Communication

- Develop and maintain effective relationships with parents, colleagues, the Board of Directors and the local community.
- Be proactive in communicating with the local community and look for opportunities to extend the curriculum to enhance teaching and learning in early years.
- Maintain positive relationships with parents and communicate any areas of concern or significant progress.
- In Nursery, keep a record of every child's progression and make this accessible for parents.
- Advise the Directors on policies and ensure they are implemented.
- Attend meetings of the Directors (committee meetings) when requested.
- Where requested, prepare reports for Directors / committee meetings and share these in advance.
- Communicate any local and national changes relating to early years, nursery settings and out-of-school club settings to other staff.
- Liaise with other colleagues to aid the smooth transition of all children from Nursery to Reception.
- Have an understanding of how to appropriately communicate with all children in Nursery and Duggies, including those with SEND.

Other (including administration)

- Promote the health and wellbeing of all children in Nursery and Duggies.
- Oversee the maintenance of all records relating to Nursery and Duggies, in accordance with data protection and freedom of information legislation/regulations.
- Take responsibility for personal professional development, including participation in annual appraisals, any necessary training, and attending meetings and events to remain informed of all current issues relating Nursery provision and the provision of wraparound care.
- Maintain a high standard of care for the children and actively promote and support the safeguarding of children, ensuring the relevant policies and procedures are observed at all times.
- Deal with challenging behaviour.
- Assist with administrative duties where necessary.
- Assist with the maintenance of hygiene and cleanliness on site.
- Any other reasonably duties as requested by your line manager.

Person Specification

	Essential	Desirable
Qualifications and training	<p>Full and relevant minimum level 3 qualification.</p> <p>Safeguarding/child protection training undertaken and a willingness to update training regularly.</p>	<p>Paediatric First Aid training.</p> <p>A qualification allowing the holder to work as a level 6 member of staff for the purpose of the staff:child ratios (e.g. Early Years Professional Status, Early Years Teacher Status, Qualified Teacher Status).</p>
Experience	<p>At least two years leadership experience, in an EYFS environment (e.g. as a room leader, deputy manager, manager, EYFS leader in a school, etc.).</p> <p>Experience working alongside a senior leadership team to develop policies, procedures, staff and curriculum.</p> <p>Experience of leading setting improvement.</p> <p>Experience of working with pupils with SEND, and pupils with emotional and behavioural difficulties.</p>	<p>Experience of marketing in promotion in relation to an Early Years setting.</p> <p>Experience of financial management of Early Years or out-of-school club settings.</p> <p>Recent experience of working with children aged 4 to 11.</p> <p>Experience of providing line management to a team.</p>
Knowledge and skills	<p>Knowledge of safeguarding principles and procedures in relation to the post / setting.</p> <p>In-depth knowledge and understanding of the EYFS statutory framework.</p> <p>In-depth knowledge of current legislation.</p> <p>Ability to plan and arrange staffing rotas, ensuring compliance with staff:child ratios.</p> <p>An ability to lead innovative curricular development.</p> <p>An understanding of curriculum and pedagogical issues in relation to EYFS.</p> <p>Able to use creative and stimulating teaching strategies which engage and motivate children.</p> <p>Knowledge of the principles of good practice relating to staff supervision.</p> <p>An ability to identify priorities for development and suggest appropriate measures for improvement.</p>	<p>Highly competent in using computer systems.</p>



Parbold Douglas

NURSERY AND DUGGIES

	<p>An ability to analyse, understand, interpret and respond to performance data (including attendance rates, pupil achievement, etc.).</p> <p>An understanding of professional development opportunities for EYFS and out-of-school club staff.</p> <p>A clear understanding of how to monitor and promote staff performance.</p> <p>Understanding of child development and how this contributes to teaching strategies and approaches.</p>	
Personal qualities and abilities	<p>Caring and nurturing (to staff and children).</p> <p>Flexible, reliable, enthusiastic and patient.</p> <p>A proactive and positive approach to building strong relationships with parents.</p> <p>Highly aspirational for all aspects of the setting's work (including both Nursery and Duggies).</p> <p>Excellent communication skills, written and verbal.</p> <p>Demonstrable leadership qualities, e.g. confidence, resilience, reflective attitude, honesty, willingness to be vulnerable and acknowledge mistakes, etc.</p> <p>An ability to establish and maintain professional working relationships.</p> <p>An ability to manage and prioritise a demanding workload, and that of others, if necessary.</p> <p>A high level of accuracy and attention to detail.</p> <p>Excellent time management skills and organisation.</p> <p>Ability to model good practice, inc. self-reflection.</p> <p>Ability to think strategically and solve problems.</p> <p>A positive approach to learning and gaining new skills through teamwork and training opportunities.</p> <p>Inspiring and influential.</p> <p>Able to take control, lead and manage situations.</p>	

The successful candidate will have a current enhanced DBS and barred list check.