



Job Description

Nursery Manager

Responsible to: Operations Director and Area Operations Manager

MAIN PURPOSE OF THE JOB

To undertake the overall day to day management of the nursery. To be a good role model to the children and staff, managing the team, motivating the staff and creating a happy working environment. To ensure the nursery adheres to current policies and procedures and legislations from the EYFS.

KEY RESPONSIBILITIES

Childcare and Education

- Promote high standards within the nursery regarding the environment and resources
- Lead and implementation of the EYFS framework
- To foster the key person approach in line with the policies and procedures of the company
- Promote the nursery in partnership with parents through NCT, Parent Link and the local community
- Build a positive and professional relationship with all parents
- Promote and facilitate multi-agency working to gain the best outcomes for children
- To ensure the Nurseries safeguarding and inclusion policies and procedures are adhered to at all times
- To act in accordance with to the statutory framework for the EYFS
- Establish, develop and maintain a positive working relationship with the local authority and regulatory bodies
- To keep up to date with changes within the Early Years Sector

- To follow company policies and procedures, including emergency and security procedures, lost child, critical incident, fire drill procedures and safe guarding.
- To raise child concerns in relation to safe guarding and liaise with external agencies to support any additional needs.
- Operate the highest standards of hygiene and cleanliness in the nursery at all times
- Be responsible for first aid in the setting
- To implement and regularly review the risk assessments in the setting
- To administer medication in line with current company Policies and Procedures

Operational

- Promote the nursery to potential customers
- Ensure accurate reporting with regards to day to day management tasks i.e. quality standards, occupancy and marketing
- To ensure confidentiality is maintained in the Nursery.
- Facilitate inspections by regulatory bodies and implement any recommendations

Health and Safety

- To undertake and share responsibility for health and safety, ensuring that the children are safe and well looked after at all times





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Financial

- Maintain accurate accounts for the nursery as required
- Ensure the accuracy of staff rotas and payroll administration
- Monitor and report Petty cash
- Monitor equipment costs with regards to budget projects

Team

- Carry out recruitment of, and induction procedure for all new team members
- To support and mentor team members with their daily roles and responsibilities
- To motivate the team in creating a good team spirit
- To hold annual appraisals with team members and review every 6 months
- Identify team training needs through observation and appraisals
- To lead regular team meetings
- To attend regular Managers Meetings
- To undertake regular training as part of continual professional development.
- To work with the Area ops manager in disciplinary and grievance investigations
- Support individual development plans

Communication

- To build up a partnership with parents addressing any problems
- To ensure good communication between team members
- Communicate effectively with outside agencies.
- To answer telephone enquiries/solve problems in a polite and effective manner

General

- To undertake any other duties as reasonably requested by the Area Operations Manager or Director.

