

Job Description for Nursery Manager

Reports to: Area Manager

Main responsibilities:

To deliver and ensure a high standard of learning, development and care for children aged 2-5 years.

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 develop partnerships with parents/carers to increase involvement in their child's development.

To manage other staff within the preschool nursery.

To be responsible for any tasks delegated by the Area Manager and/or Director

Main activities:

- Overall day to day management responsibility for the preschool nursery
- To be responsible for the efficient running of the preschool nursery and overall delivery of a high-quality service
- To ensure that the preschool nursery provides a safe, caring, stimulating educational environment, both indoors and outdoors, at all times
- To ensure that the preschool nursery plans an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress
- To ensure the preschool nursery meets Ofsted requirements at all times
- To manage, supervise and support the preschool nursery staff
- 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 preschool nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
- Take responsibility for planning, which ensures each child is working towards the early learning goals and achieving their full potential
- To organise and participate in the key person system
- To conduct staff appraisals and supervisions as appropriate and to identify staff training needs

Good for them, good for you!

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- To ensure all records are properly maintained in accordance with the policies and procedures of the company and statutory requirements
- 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 work in partnership with senior management to update and review the self-evaluation and improvement plans.
- To undertake any other reasonable duties as directed, in accordance with the preschool aims and objectives

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Person Specification for Nursery Manager

Factors	Essential Criteria	Desirable Criteria
Education & Qualifications	Minimum Level 3 qualification in Children and Young Peoples Workforce or equivalent.	Paediatric First Aid Designated safeguarding lead Food Hygiene Certificate
Experience/Knowledge	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. Knowledge and proven practical experience of implementing good quality learning opportunities.	Ability to co-ordinate in a specific specialist area e.g. SENCO.
Skills & Attributes	Empathy and understanding of children under five. Excellent verbal and communication skills with 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	Reliable, enthusiastic, and flexible A commitment to quality in all areas, with a high level of motivation and enthusiasm Able to perform under stress A creative thinker A good sense of humour Able to pass an Enhanced DBS check	

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