

### Job Description Nursery Manager

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| **Responsible to:** | Principal and HCE Director – Registered Person  Management Group of Halesowen College Enterprises Ltd. |
| **Contacts:** | College Staff, Students, Nursery Children, Parents, Guardians, General Public, College Stakeholders, Government Agencies including local authorities and the LADO. |
| **Job Purpose:** | To lead and manage the Nursery@B63 within the ethos, implementation and legal requirements of the Early Years Foundation Stage. To ensure the nursery is a thriving place for children, and the staff, to grow and learn. To review and ensure the Business Plan is met each financial year. |
| **Hours:** | 40 hours per week. Occasional extra hours and weekend work may be required, for which time off in lieu is given. Staff are expected to support College events outside of core business hours, such as open events. |
| **Salary:** | circa £35,000 |
| **Annual Leave:** | The leave year runs from to 1st August to 31st July.  25 days and 8 days Bank Holiday (5 days annual leave to be used for College Closure days December and January) |
| **Pension:** | NEST Pension Scheme |

**Key Tasks and Responsibilities**

The Nursery Manager’s main role is to support the practitioners in all aspects of the Nursery provision and in line with Halesowen College Enterprises Ltd policies and procedures. The manager will:

1. Liaise with the Directors of HCE and report to the Management Group meetings.
2. Execute their duties with honesty and integrity and ensure the nursery needs are always met and take precedence.
3. Support the efficient and organised administration of nursery matters.
4. Lead during an Ofsted inspection, or investigation/ complaint. Due to the seniority of the role it is expected that the manager will be fully conversant with the Ofsted inspection framework and the judgment criteria. In the case of an investigation, or complaint the manager must ensure that Ofsted have access to all information that they require.
5. Ensure the economic use of resources and materials.
6. Responsible for the content of nursery Social Media accounts and the relevant website page(s)

The manager will retain a lead practitioner’s role and will be room based long and short term as required.

**Statutory Requirements:**

The Nursery Manager will ensure the nursery complies with the Early Years Foundation Stage Statutory Framework (EYFS). Ensuring good practice as set out in the EYFS Practice Guidance and compliance with all relevant statutory regulations in relation to welfare requirements and taking the lead for the delivery of the learning and development requirements.

The manager will oversee the planning, organisation and smooth running of the children's activities in consultation with the Nursery Practitioners. The staff and activities must achieve high quality teaching and learning within the EYFS Framework.

**Duties:**

Undertaking at least one observation of each member of staff over a 12-month period to assess their skills in relation to teaching, planning and observations.

* Working with room leaders to instigate action/training plans for staff members ensuring that the high standards are maintained in relation to teaching and learning practices.
* Regularly meeting with the room leaders to assess the termly planning for each room to ensure that it covers the full breadth of an effective early year’s curriculum.
* Undertaking regular research into new, innovative practices to ensure that the nursery continues to provide highly stimulating, exciting challenge and learning opportunities for all children both inside and outdoors. For example, re-introducing opportunities for children to regularly conduct experiments and developing a forest school type ethos outdoors.
* Keeping up to date with DFE and Ofsted announcements to inform and up-date welfare and learning/development requirements as needed.

**Safeguarding**

To be the Designed Lead role for safeguarding in the Nursery.

**Duties:**

* Ensure that all staff comply with the Safeguarding Policy.
* Holding and maintenance of Single Central Record in conjunction with HR.
* Safer recruitment practice.
* Working with the LADO as required.
* Liaising with external partners in relation to safeguarding concerns/attending case reviews etc.
* Overall responsibility for checking staff’s on-going suitability.
* Ensure that health & safety training and certification has been completed and maintained for each practitioner.
* Conduct risk assessments.
  + Collating and assessing the quality and accuracy of all medication/accident and existing injury records
  + An annual Safeguarding report will be provided to the Board of Directors.

**Additional management**

**Duties:**

Implementing and managing the holiday planning system for the nursery.

* Ensuring that adult/child ratios are met at all times (ensuring that accurate daily medications, accident and existing injury logs and registers are maintained.)
* Ensuring that a senior member of staff is present during the full operational hours of the nursery.
* Take the lead for informing parents of any unexpected closures to the nursery.

**Kitchen**

Lead role for supervision and organisation of the nursery kitchen ensuring that staff who handle food adhere to food hygiene regulations and allergens regulations of the Food Standard Agency.

**Duties:**

* Placement of food orders to external company.
* Monitoring quality and food preferences.
* Ensure that allergens are catered for and children are protected.
* Placement of online food delivery for snacks and other consumables.

**SENCO**

The manager must oversee the work of the SENCO of their care of children with special needs (including special educational needs and disabilities) and is proactive in ensuring appropriate action is taken to promote the welfare and development of those children within the nursery. The management of key members of staff in relation to SEND will remain the responsibility of their room leaders.

**Duties:**

The role of manager will be to have an oversight of:

* All support plans and any reports completed by key members of staff to ensure they are of a high quality by providing training as required.
* Ensure that key members of staff attend regular meetings with parents and other professionals involved with the child.
* Provide a report to the manager as to the progress of children with identified additional needs on a termly basis.

**Two-Year progress check**

**Duties:**

The manager must take the lead for overseeing the whole two-year progress check programme. This will involve:

* Identifying children that are due to reviewed.
* Informing room leaders of when a review is due to take place.
* Ensuring that the reports completed by the staff are conducted in a timely manner and are of of a high standard.
* Ensure that reviews take place and are conducted by the child’s key worker and the room leader if needed.

**Attendance**

The manager must ensure that a senior member of the team is present in the nursery at all times during opening hours. The Manager and Deputy must cover each other’s duties should either of them be absent. Due to the seniority of the role, it is expected that the manager will be in attendance during the core opening hours.

**Attitude**

At all times the manager must display a high level of professionalism, enthusiasm, loyalty and motivation in line with the ethos of the Nursery. Leading by example the Manger will promote equal opportunities for all, ensure their appearance and their staff’s is neat and tidy at all times and in line with the dress code.

**The children**

The manager must at all times ensure the safety, care, welfare and happiness of the children in the nursery. They must ensure all children have access to resources, equipment, activities and learning opportunities to reach their full development and potential.

**Duties**

* + Ensure the overall progress tracker is up to date and includes an individual summary of each child’s progress.

**Parents and Guardians**

The Nursery Manager must strive to develop good relations with parents and guardians engendering their loyalty, commitment and trust. Seeing parents and guardians as key stakeholders in the Nursery and therefore ensure their satisfaction with the nursery provision. The Manager must ensure the key Nursery Practitioner is regularly communicating to parents/guardians and that they are invited to play an active role in their children’s care and learning.

They must also meet parents/guardians’ reasonable needs as appropriate. They must ensure communication of up-to-date policies and good practice to parents, and make sure they are aware of new developments. The Manager must be proactive and seek to resolve parents’ concerns and complaints promptly.

**Duties:**

The manager will undertake a full and thorough investigation into any concerns/complaints raised by parents.

* The manager must follow the Complaints Procedure and inform Ofsted if the complaint warrants the need to do this.
* The manager must provide a response in writing to all concerns/complaints raised by parents and keep a record.
* An annual report on complaints will be provided to the Board of Directors.

**Staff**

The Manager will provide leadership for the staff and maintain a professional manner at all times providing a good role model for staff during and outside of working hours. They must maintain a professional distance from staff. The Manager must ensure staff abide by all HCE policies and procedures.

The Manager will be responsible for the line management, supervision, recruitment, induction, training, performance management, coaching and mentoring of staff.

**Duties**

This will include:

* Holding regular one-to-one supervision of Practitioners that provides support, coaching and training and promotes the interest of the children. Supervision will foster a culture of continuous improvement and allows for sensitive matters to be discussed.
* Holding annual appraisals, return to work interviews following an absence, performance management meetings including probation reviews.
* Ensuring that all new members of staff are effectively recruited and inducted and that objectives and expectations are clearly understood in all aspects of their role.

**Planning and Development**

* To review and develop the business plan for the Nursery.
* The Manager will hold regular nursery staff meetings at least every 4 - 6 six weeks out of normal hours of work and attend the HCE Management Group meetings. Disseminating feedback and information at meetings.
* To review policies and procedures on an annual basis.
* To undertake the Nursery self-assessment and agree the action plan to present to the Board of Directors.
* To ensure that marketing strategies support the objectives of the Nursery.

**Finance**

The Nursery Manager will be responsible for the achievement of nursery income targets.

Administer the government funding to ensure that the nursery receives all funding that it is entitled to claim

To be responsible for the financial performance ensuring that expenditure is in line with agreed budgets

Liaise with the Shared Services Manager on a regular basis to co-ordinate, monitor and review the contracts for services (eg waste, cleaning, meals service) are of value for money and are in line with the contract.

**NURSERY MANAGER - PERSON SPECIFICATION**

**Qualifications and training** – the successful candidate will:

* Have full and relevant Level 4 qualification as defined by the Children’s Workforce Development Council, degree in Early Years Foundation Stage is desirable.
* Possess or willing to undertake professional updating and be qualified for First Aid, DSL/Child Protection, SEN and other subjects as appropriate.

**Experience** – the successful candidate will have:

* Substantial experience of working with groups of children aged 0 - 5 years.
* Management experience of a Nursery setting or similar.
* Safeguarding and Health and Safety Management experience.
* Worked with parents and outside agencies.
* Have met children’s individual learning requirements with particular needs, disabilities or those who require additional support.
* Commitment to the theory and practice of equality of opportunity and diversity.
* Produced high quality reports/documents.

**Skills -** the successful candidate will have:

* Excellent understanding of children's development, their needs and the provision of positive play and can demonstrate how children learn and can continuously enhance the teaching of the curriculum.
* Ability to provide a high quality, integrated early education and childcare service which complies with the Early Years Foundation Stage.
* Leadership skills with a vision for providing high quality inclusive care and education.
* Management skills to effectively operate the business of the Nursery.
* Excellent line management skills that ensures that the Nursery is a great place to work and that staff fulfil their potential. That staff workload is managed to enable practitioners to achieve their objectives.
* Good understanding of health and safety issues relating to the provision of day-care.
* Ability to work on own initiative.
* Excellent communication skills.
* Good organisational and planning skills.
* Ability to work as part of and contribute positively to teams.
* Professional approach and acts with integrity.
* Ability to support the nursery in creating a happy and welcoming setting.

Additional information:

## Disclosure and Barring Service Check

This post, due to its nature, duties and responsibilities, will be subject to a check by the DBS. The level of check which will apply shall be an “Enhanced” level check and include the Child Barred Check.  Information about this disclosure can be found at [www.gov.uk](http://www.gov.uk).

To prevent abuse and implement good practice Halesowen College Enterprises Limited ensures that recruitment practices are robust and rigorous and that all staff employed have up to date and acceptable references, a full and complete employment history, an Enhanced DBS check and a check of the DBS barred lists where appropriate.

## Data Protection

## You are required to meet the specifications of the HCE’s Data Protection Policy as part of your conditions of employment.  This will include information relating to past and prospective employees and children, students on work experience, suppliers and customers,

## Health and Safety.

HCE and its workers have legal obligations in respect of the health, safety and welfare of persons at work and the protection of others against risks to health and safety in connection with their activities.  Specific health and safety responsibilities are detailed in the Health and Safety Policy.

Harassment and Discrimination

You have a duty not to discriminate against or harass colleagues, contractors, children, students, parents, guardians or potential students or other visitors, by reason of their age, sex, sexual orientation, gender re-assignment, marriage and civil partnership, pregnancy or maternity, race, disability or religion and belief.

Safeguarding and Staff Code of Conduct

You have a duty to abide by the Staff Code of Conduct and Safeguarding Policy.

## Smoking

Halesowen College and the Nursery@B63 is a designated smoke-free environment within the perimeter of all College property by order of the College Governors, smoking shelters are provided. This rule applies equally to staff and students, and to all categories of visitor. Acceptance of this rule is a condition of employment for staff, and a condition of being a student for students.

**Note: This job description is current at the time of issue. It should be recognised that, in keeping with organisational changes and developments, it may be necessary to review the duties listed from time to time and change them to meet organisational objectives.**