

## **Job Description – Floor-Based Manager (Setting Manager)**

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**Job Title:** Floor-Based Manager (Setting Manager)

**Reports to:** Senior Leadership Team

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### **Overview**

The Floor-Based Manager (Setting Manager) plays a vital leadership role in overseeing the daily operations and delivery of high-quality early years education within the setting. This role involves working closely with the team to maintain a safe, nurturing, and stimulating environment where all children can thrive. The postholder will have a key responsibility in ensuring inclusive practices and supporting children with Special Educational Needs and Disabilities (SEND).

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### **Key Responsibilities**

- Lead, mentor, and support staff in the delivery of excellent early years education and care, in line with the EYFS framework.
  - Ensure compliance with all relevant policies, procedures, and statutory requirements, including safeguarding, health and safety, and data protection.
  - Support and champion inclusive practice within the setting, ensuring that children with SEND receive appropriate care and learning opportunities, in line with their needs and statutory requirements.
  - Manage the day-to-day running of the setting, including staff rotas, resource management, and addressing any operational issues.
  - Work collaboratively with the Senior Leadership Team to implement the vision, ethos, and strategic objectives of the organisation.
  - Build strong, positive relationships with children, families, and the wider community.
  - Maintain high standards of hygiene, safety, and welfare in all areas of the setting.
  - Participate in staff appraisals, supervisions, and professional development initiatives to support team growth and well-being.
  - Monitor and evaluate the quality of practice within the setting, identifying areas for improvement and implementing action plans as required.
  - Ensure that the setting is well-prepared for Ofsted inspections and other quality assurance processes.
  - Liaise with external professionals and agencies as necessary to support children with SEND, and ensure appropriate strategies and support plans are in place.
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## Person Specification

Criteria	Essential
Level 3 qualification (or above) in Early Years	Higher qualification (e.g., Level 5 or degree)
Proven leadership experience in an early years setting	✔ Experience in a similar "Setting Manager" role
Strong understanding of the EYFS framework	✔ Ability to design and lead curriculum planning
Knowledge of safeguarding, health & safety, policies	✔ Paediatric First Aid qualification
Knowledge and experience of SEND	✔ Experience working with children with complex needs
Excellent communication and interpersonal skills	✔ Experience mentoring and coaching staff
Organisational and problem-solving skills	✔ Familiarity with funding, budgets, and resource planning
Commitment to inclusion and equality of opportunity	✔ Experience working with diverse families and communities
Passion for supporting children's learning and development	✔ Knowledge of SEND best practices

## Additional Information

This job description outlines the key duties and responsibilities of the role but is not exhaustive. The role may evolve in line with the needs of the setting and the organisation. You may be asked to undertake other reasonable tasks as required by senior management.

## Sign-Off

**Employee Name:**  
**Employee Signature:**  
**Date:**

**Manager Name:**  
**Manager Signature:**  
**Date:**