

## Job Description: Nursery Manager

**Job title:** Nursery Manager

### **Purpose of post**

- Ensure all children are safeguarded and their welfare and safety is promoted
- Ensure a high standard of physical, personal, emotional, social and intellectual education and care for all children in the nursery
- Implement high standards of quality practices through supervisions and support for the team members within the nursery
- Day-to-day management of the nursery, including quality improvement, marketing and administration.

### **Key areas**

- High standards of care and early learning of all children
- Team building and staff management
- Marketing and business development.

**Responsible to:** Operations Manager & Director

### **Main duties**

- Lead the nursery safeguarding procedure to ensure all children are kept safe, well and secure and ensure all team members are able to do the same.
- Keep up-to-date with relevant safeguarding and child protection training and cascade to staff e.g. Prevent Duty, serious case reviews
- Promote the aims and objectives of the nursery
- Promote the high standards of the nursery at all times to parents, staff and visitors
- Ensure the provision of high standards of physical, personal, social and emotional care
- Lead a team of professional workers and ensure good practice at all times
- Plan and organise staffing schedules and holiday rotas to ensure adequate staffing levels are maintained in accordance with regulatory body guidelines and nursery procedures
- Be aware of and act in accordance with current legislation, good practice, nursery policies and procedures
- Adhere to, and support all team members to understand and follow, the legal requirements of the Early Years Foundation Stage
- Follow and support staff to understand and implement the Early Years Foundation Stage
- Follow all relevant Acts including the Equality Act 2010, the Data Protection Act 2018 and the UK General Data Protection Regulation (regulation (EU) 2016/ 679) (UK GDPR) that relate to staff employment and record keeping
- Be responsible for all nursery staff, after school workers, cooks, cleaners, students and voluntary workers. Supervise and support all members of the nursery team in their day-to-day duties including recruitment and induction, appraisals and reviews, training and development, individual supervisions and discipline

- Ensure all staff have an up-to-date enhanced Disclosure and Barring Service (DBS) checks (England and Wales)
- Support all team members to work in partnership with parents/carers and other family members
- Liaise with Ofsted and other professional bodies associated with the nursery, reporting and updating information as required
- Oversee the efficient upkeep and maintenance of the building and grounds, stock of equipment, furnishings and fittings
- Be responsible for all administrative duties associated with the management of the facility, e.g. maintaining records on the children and their families, ordering equipment, maintaining an inventory, keeping personnel records
- Be responsible for the collection, recording and banking of fees together with administering a petty cash budget
- Co-ordinate with appropriate agencies regarding trainee placements and supervise accordingly
- Co-ordinate and chair staff meetings as appropriate including agendas and minutes
- Establish and maintain effective links with other agencies
- Market and advertise the nursery as necessary to ensure the nursery runs to its full capacity
- Develop and implement monitoring and recording systems for child development
- Be responsible for overall health and safety standards within the nursery and ensure staff compliance and awareness, including training where appropriate
- Maintain procedures for high standards of hygiene and cleanliness
- Ensure provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history
- Provide all team members with the support and resources required for the early identification and intervention for children with possible special needs
- Report back to the Operations Manager & Director as required with information relating to finance, quality of the provision and other necessary information
- Undertake such other duties and responsibilities of an equivalent nature as may be determined from time-to-time by the Operations Manager & Director

This job description works alongside those of all other personnel. The nursery manager's key responsibility is to ensure that the staff team are working to their full potential and implement support programmes and training according to individual needs to achieve this.

### Conditions of Employment

This Job Description is not intended to be a complete inventory of all the activities the job holder would be expected to undertake. The post holder is required to comply with all the nursery's policies and procedures and to meet his/her responsibilities under the Health & Safety at Work Act.

This Job Description will be subject to review and change in light of future developments.

This job description was adopted on	Signed on behalf of the nursery	Date for review
1 <sup>st</sup> September 2024	C Hayward	1 <sup>st</sup> September 2025

