

JOB DESCRIPTION

Job Title:	Nursery Manager
Hours:	Full Time, All Year Round
Reports to:	Head of Prep

Main Purpose

As part of the Prep School Senior Leadership Team the role of the Nursery Manager is to provide professional leadership and management of the nursery, to effectively manage the day- to day running of the nursery and to deliver the highest standards of care and education.

Key Responsibilities

- Promote high standards of quality within the nursery in respect of the environment, resources and experiences offered to children.
- Ensure that all children attending the nursery receive rich and stimulating experiences appropriate to their age and stage of development.
- Ensure that practice and provision in the nursery meets the requirements of the Early Years Foundation Stage.
- Ensure that children are kept safe and that staff understand and, when necessary, follow Safeguarding Procedures.
- Promote and facilitate partnerships with parents/ carers and other family members.
- Support the development of good practice with regards to special needs and inclusion.
- Support pre-school staff in delivering the Foundation Stage; ensure that provision in the nursery meets the requirements of the local EYDCP in relation to nursery education grant funding for three and four- year- olds.
- Establish, develop and maintain highly professional working relationships with relevant Local Authority Departments, regulatory bodies and other agencies.
- Create and maintain a culture of self evaluation and reflective practise throughout the nursery.

Main Duties

- Working with Head of Prep to promote the culture that Nursery is only the start of their Marist education.
- Work closely with Admissions to maximise the uptake of sessions and have as few gaps as possible and keep them informed regarding changes to sessions.
- Liaise closely with the finance department to ensure all monthly and termly billing is accurate.
- Attend regular Prep SLT meetings.

- Manage the day- to- day operation in order to ensure the health and safety of the children, their parents and carers, the team and any visitors to the nursery.
- Adhere to all health and safety policies and procedures.
- Be fully aware of all emergency and security procedures.
- Be responsible for ensuring the nursery remains compliant in respect of suitably trained staff with relevant first aid qualifications.
- Be responsible for ensuring that all staff receive Health and Safety training.
- Manage staff costs with regard to budget projections and ensure that costs are kept within agreed budgets.
- Maintain accurate records and accounts for the nursery and produce management information as required.
- Facilitate inspections by regulatory bodies and implement any recommendations. Agree and deliver occupancy targets.
- Ensure accurate reporting in respect of occupancy, quality and standards.
- Recruit, induct, support, train and appraise all staff to ensure delivery of high-quality childcare practice.
- Develop a well- qualified and experienced team able to meet and exceed all relevant standards.
- Proactively represent the Nursery and advance its interests in the local community and promote the nursery to current parents and potential customers.
- Ensure that all staff develop and maintain friendly and professional relationships with parents and carers.
- Be responsible for ensuring that all complaints and concerns are actively resolved in a timely manner and that these are reported to the Regional Manager.
- Be responsible for all administrative duties associated with the nursery, such as maintaining children's records, ordering equipment, maintaining inventories and keeping personnel records.
- Adhere to all School policies and procedures.
- Ensure that the Schools policies on diversity and equal opportunities are adhered to.
- Undertake any other duties as reasonably requested by line management.

This job description is not necessarily a comprehensive definition of the post. It is representative only. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its grading.

PERSON SPECIFICATION

The successful applicant must be able to demonstrate the following criteria:

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications		
Minimum level 3 in Childcare or equivalent	✓	
A foundation degree or degree or equivalent in child development or a related subject e.g. early years / childhood studies	✓	
Experience		
Significant experience in an early years childcare setting	✓	
Experience of managing a Nursery	✓	
Experience in EYS room leading	✓	
Experience of undertaking nursery management administration	✓	
People management experience		
Specialist Knowledge		
Knowledge of EYS framework and setting requirements	✓	
Excellent customer service skills	✓	
Business management skills	✓	
Personal Skills		
Resilience and patience and the ability to keep calm in stressful situations	✓	
Excellent organisational, time management and administrative skills	✓	
Proactive, able to use own initiative and problem solve	✓	
Ability to work effectively under pressure	✓	
Diplomatic and tactful - embracing the distinctive ethos of a Catholic Marist School	✓	
Flexible approach to working hours and willing to work occasionally outside routine hours for significant school events	✓	
Other		
Commitment to the safeguarding of staff and students.	✓	

Has the highest expectations of their own work and that of others.	✓	
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The Marist School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.