



muddy boots

DAY NURSERY

JOB DESCRIPTION

Position: Acting Nursery Manager (Maternity Cover)
Deputy Nursery Manager (on the manager's return)

Overview

We are looking for someone to manage the nursery in the absence due to maternity of the current nursery manager, which we anticipate to be between February and the summer of 2020. We are planning for a period of handover in January.

For the right candidate, there will be an opportunity, by mutual agreement, to continue in the nursery as deputy manager on the manager's return. As Deputy Manager you will lead one of the two units (2-4s and under 2s) and deputise for the Nursery Manager in her absence. Currently the need is for a leader of the 2-4s unit.

Relationships

As Acting Nursery Manager (Maternity cover) you will be directly responsible to the Executive Director, acting for the college's senior management, and lead the nursery team during the Nursery Manager's absence.

As Deputy Nursery Manager you will be accountable to the Nursery Manager who in turn is accountable to the Executive Director. You will be responsible for the nursery staff team within the unit you lead.

Acting manager: key responsibilities

1. Cover for the Nursery Manager during her maternity leave from early 2020.
2. Lead and manage the nursery staff team.
3. Ensure the day to day smooth running of the nursery.
4. Ensure that each child is provided with high quality care and educational experiences.
5. Promote a positive working partnership with parents and carers.
6. Ensure compliance with internal and external regulations.

Deputy manager: key responsibilities

1. Lead in co-ordinating the needs of one of the units.
2. Plan and carry out with the team an appropriate programme of child-centred activities for the children in the unit, providing for their care and educational needs in a loving atmosphere.
3. Monitor the children's progress, reflect on current practice, and contribute towards the development and improvement of the nursery's provision.
4. Support the Nursery Manager in her leadership of the nursery and deputise for her in her absence.

Acting manager: main responsibilities

Staff:

- Be responsible for the management of staff, including supervision and support.
- Arrange for appropriate staff training, as required, including Safeguarding and Prevent.
- Ensure regular staff appraisals take place.
- Convene staff meetings.
- Be involved in staff recruitment, as required, and be responsible for the induction, support and monitoring of new staff during probationary periods.

- Organise a staffing rota including volunteers, ensuring the correct legal child - adult ratios are adhered to.
- Be responsible for informing the Executive Director of any staffing difficulties and issues as they arise.
- Act as the Special Educational Needs Co-ordinating Officer (SENCo).

Children and parents/carers:

- Ensure that the nursery team plan and carry out an appropriate programme of child-centred activities for children aged 0 - 4 years, providing for their care and educational needs in a loving atmosphere.
- Ensure the nursery's equal opportunities policy is adhered to.
- Be approachable to parents/carers in order to address and act upon any concerns or issues they may have.
- Participate, as appropriate, in child care duties within either of the two units.

Finance:

- Maintain occupancy levels in order to achieve financial targets.
- Ensure the agreed budget is well managed.
- Co-ordinate with the college's Finance Manager regarding the invoicing and collection of fees.

General management:

- Be responsible for the overall day to day running of the nursery.
- Attend regular meetings with the Executive Director or his representative and provide relevant information for management decisions.
- Be responsible for ensuring that all nursery policies are communicated to both staff and parents/carers and implemented and adhered to.
- Be responsible for administrative duties associated with the running of the nursery.
- Organise nursery bookings.
- Manage a waiting list for future nursery children.

Other:

- Undertake any other reasonable duties as and when required.

Deputy manager: main responsibilities

- Be responsible for a specific group of children by being their key worker, maintaining their developmental records and liaising with parents, staff and other professionals, as appropriate.
- Provide a safe, secure, happy and stimulating child-centred environment, encouraging the children to reach their full potential.
- Co-ordinate team meetings in order to plan a variety of activities in accordance with the Early Years Foundation Stage (EYFS), the nursery curriculum and the children's development.
- Attend staff meetings and parents' evenings, often outside nursery opening hours.
- Value the children's ideas and experiences, by including them when planning activities and joining in their play.
- Monitor and maintain the good condition of toys and equipment.
- Review continually the layout of all rooms, the appropriateness of displays and play material.
- Understand and implement all of the nursery policies and procedures, with particular emphasis on the Child Protection Policy, the Health and Safety Policy, and the Behaviour Policy.
- Assume responsibility for safety in the whole nursery both indoors and outdoors.
- Ensure high standards of basic care, encourage personal hygiene with the children and be observant of their general health and welfare.
- Ensure that the daily register and accident book are accurately maintained.
- Remember the code of confidentiality by not divulging any information to anyone regarding children, parents and staff without the permission of those concerned.
- Actively encourage parental involvement and keep parents fully informed about their child/children's development and well being.
- Support voluntary workers, including student volunteers.
- Ensure good communication when dealing with parents and visitors in person or by phone.
- Attend training and regular appraisals as part of personal and professional development.
- Undertake any other duties as required and, in case of emergency and unusual situations, help with whatever duties are necessary within registration guidelines to ensure the effective operation of the nursery.

Additional responsibilities

- Be a mentor to staff and students.
- Perform supervisions, appraisals, peer observations, when required.
- Be the lead in identified areas of the curriculum.
- Promote the good reputation of the nursery.

Person Specification

Essential

- At least two years' leadership experience of working with young children.
- A recognised early years qualification (eg NNEB, a relevant BTEC National Diploma or NVQ Level 3, QTS or equivalent).
- Emotional maturity and capacity to inspire confidence in parents, carers and colleagues.
- Good communication and listening skills.
- Ability to work well as part of a team.
- Flexibility to work within the whole age range.
- Strong sympathy with and support for the Christian ethos of Trinity College and its nursery.

Desirable

- NVQ Level 4 Diploma or early years degree or equivalent.
- Computer literacy and fluency.