



KKDCL - Nursery Manager

Job Title: Nursery Manager

Responsible to: Nursery Directors **Accountable to:** Nursery Directors

Responsible for:

Deputy Manager, Team Leaders, Nursery Nurses, Nursery Assistants, Nursery Trainees, SENCo, Catering and Cleaning Staff, Students and Volunteers.

Liaising with:

Ofsted Inspectors, Early Years Development Officers, EHO Inspectors, Health & Safety Inspectors, Doctors, Health Visitors, other Childcare Professionals and external agencies.

Key Responsibilities

- To manage the provision of the nursery ensuring that children, parents and the staff team work together to provide high-quality childcare.
- To be responsible for the management of day-to-day financial operations within the nursery, by meeting financial targets and managing the occupancy ensuring maximum capacity or to a minimum of 65%.
- To manage a staff team effectively.
- To agree and set nursery goals and monitor the achievement of progress against targets.
- To monitor and assess the quality of provision ensuring that policies and procedures, best practice and standards are maintained.

AREAS OF RESPONSIBILITY

1. Operational Responsibilities

- To be responsible for the day-to-day running of the nursery, ensuring compliance with registration and legislative requirements at all times.
- To ensure that the nursery conforms to and exceeds the requirements of Ofsted.
- To ensure that the nursery consistently meets the requirements set out in the Early Years Foundation Stage to a minimum good standard.
- To uphold and ensure a high standard of care throughout the nursery.
- To implement and maintain the company's Equality policy ensuring that children, parents, and the staff team are valued and practice is positive and non-discriminatory.
- To monitor any safeguarding issues following local authority procedures.
- To give daily feedback to Nursery Directors about the nursery including any complaints received or any situation that may be detrimental to the company.

- Notify Nursery Directors of any complaints received or any situation that may be detrimental to the company agree actions resolve issues and implement accordingly.
- Prepare the nursery for Ofsted inspections and action any recommendations made by the inspector ensuring a minimum good grade is awarded.

2. Individual Accountability

- To ensure that all staff are aware of their areas of responsibility and to be able to clearly demonstrate an awareness of own areas of responsibility and how these are being met.
- To communicate effectively with all members of staff and be professional at all times.
- To ensure the nursery development plans and Ofsted Self Evaluation form is kept up to date and all staff are aware of this through Individual Development Plans and regular staff meetings and supervisions.
- Work within the margins of confidentially respecting information pertaining to children, parents, staff and Nursery Directors.
- Identify those whose practice does not comply with organisational and legal requirements, agree on the action plan with the Nursery Directors and take steps to resolve issues.
- Manage own time to complete tasks effectively, prioritising workload and delegating tasks to the management team. Monitor and evaluate the progress of delegated tasks, providing constructive feedback.
- To contribute and participate in the development of new ideas.
- To keep up to date on all current childcare issues.
- Take overall responsibility for the safety and wellbeing of the children, ensuring that their needs are met.
- To make recommendations for the future development and long-term vision of the nursery.
- To ensure that the nursery is fully resourced with essential items to allow for full implementation of the Early Years Foundation Stage and Health & Safety legislation.
- Take part in regular meetings with the Nursery Directors, informing of nursery developments, implementation of standards, policies and procedures, areas of concern, and planned timetable of work.
- To be a key holder for the nursery.

3. Personnel

- To be accountable for staffing within the nursery ensuring that appropriate ratios of qualified to unqualified staff and children to staff are maintained.



- To ensure recruitment vacancies are advertised and filled in line with the company recruitment policy.
- Liaise with the Nursery Directors for all temporary staff requirements.
- To be responsible for the recruitment of new members of staff ensuring that all recruitment processes comply with company policy, employment legislation, and Ofsted requirements.
- Ensure that all new staff members receive a formal induction during the probationary period and probationary review within the stated time scale.
- Maintain accurate and up to date personnel records for all employees within the nursery.
- Monitor and develop the work of the staff team against the criteria set in their job descriptions.
- To ensure that all staff receives an annual appraisal producing an Individual Development Plan.
- Maintain company supervision and appraisal system, assessing and appraising the performance of staff members, providing opportunities for further informal meetings if necessary.
- Identify and deal with poor performance with agreed action plans with individual, clear targets and goals, realistic timescales and opportunities for constructive feedback and monitoring, ensuring that all documentation is accurate and signed.
- In consultation with the Nursery Directors deal with the grievance and disciplinary matters in accordance with company procedures.
- Establish and maintain effective working relationships with the staff team, through regular staff meetings, team meetings, training sessions and open honest communication.
- Provide constructive, honest, feedback to support and encourage all staff.
- Manage staff annual leave requests to ensure staffing requirements are met.
- Monitor staff sickness, unauthorised absence and staff turnover reporting findings and proposals for implementation to the Nursery Directors.
- To establish good professional relationships with colleagues working in other nurseries.

4. Finance and Administration

- Implement and ensure that set budgets are not exceeded.
- Monitor budgets against overall targets and goals, prepare for and attend budget meetings and plan remedial action for problem areas.
- Maintain accurate budget information.
- To prepare reports as necessary, including statistical analysis of occupancy and financial reports.

- To ensure all fees are collected and allocated in line with the company's fee procedure.
- To ensure that all relevant statistics are available on request and submitted when necessary.
- To monitor occupancy to ensure places are utilised to their maximum potential and future requirements are met and effectively managed.
- To ensure that petty cash is used appropriately and accurate records are maintained and submitted monthly.
- To prepare and submit payroll amendments on a monthly basis ensuring a high degree of accuracy.
- To keep the Nursery Directors informed of staff leavers and any relevant changes following payroll submission.
- To ensure that all supplies are used with due economy.
- To ensure prior authorisation is sought for any expenditure outside set budgets.
- To keep all computer systems and records up to date and accurate at all times and to be aware of the Data Protection Act and its implications.
- To support the maintenance of children's records to a high standard with due regard to confidentiality.
- To support the staff in observing children through play to identify their individual needs and monthly aims.
- To assist staff in carrying out observations and evaluations of children's activities.
- To maintain personal contact with parents through meetings, parent's evenings, open days and informal conversations.
- To ensure that all parents are fully informed about the nursery and that new parents are welcomed appropriately giving due regard to their concerns and questions.
- To communicate effectively with parents through a monthly newsletter informing of nursery activities and developments.
- Ensure that all parents have signed a contract and agreed to terms and conditions.
- Monitor and maintain key person system.
- To monitor and collate H.S.E logs and information.

5. Marketing

- Ensure that all staff delivers high-quality customer service at all times.
- Ensure that all staff is trained to have regard for the parents/prospective parent's needs and the information is communicated clearly and positively.

- Complete all marketing paperwork, following up enquiries, visits, and calls – refer to enquiry procedure
- Effectively market the nursery in the local community utilising local events to promote the nurseries image.
- Manage and maintain the waiting list.
- Devise an action plan to ensure that occupancy levels can be maintained throughout seasonal variations.

6. Training and Development

- Be professional, polite and positive in all verbal and non-verbal interactions with staff, parents, children and Nursery Directors at all times.
- Through regular supervisions identify individual and nursery development needs ensuring these needs are met through appropriate training.
- In conjunction with the management team provide information on appropriate training courses and learning opportunities.
- Ensure all staff are aware of how to access training.
- Ensure that funding is authorised and relevant paperwork is completed in line with dates provided.
- Monitor and evaluate the effectiveness of training through staff member's evaluation after training, following agreed actions to improve practice.
- To organise and implement on the job training within the nursery.
- To ensure that trainee staff has experience with different age groups and those appropriate learning objectives are assessed and evaluated accordingly.
- To ensure that areas for development on Individual Development Plans are worked towards at all times.

7. Health & Safety

- To ensure that the physical environment of the nursery is maintained to comply with the requirements of the Health & Safety at Work Act.
- To ensure that a daily Health & Safety checks are carried out.
- Be aware of and comply with EHO and COSHH regulations.
- Appoint Health & Safety coordinator, providing training, support, and opportunities to relay appropriate policies and practices to staff.
- Ensure that all staff are aware of their own responsibilities.



- Ensure that all security systems are fully operational and access is denied to unauthorised personnel.
- Ensure that all risk assessments are up to date, and fire drills are carried out on a regular basis and recorded accurately and promptly.
- To bring urgent problems to the attention of the Nursery Directors
- To have a clear knowledge of procedures to be followed in case of emergency e.g. Fire, and accident, completing and submitting relevant paperwork.
- To oversee all medication administration within the nursery following medication policy.
- To assist in the requisitioning for repairs and replacement of equipment.
- Operate high standards of cleanliness and hygiene within the nursery.
- To ensure that staff carries out appropriate indoor and outdoor equipment checks, checking the garden before each use.
- To ensure the nursery is kept clean and hygienic at all times and to carry out minor cleaning duties throughout the day following the Environment Cleaning Policy.
- To ensure that staff carries out regular cleaning of equipment and that it is recorded accurately.
- Lock up ensuring that the nursery is safely secured and alarmed.
- To ensure that equipment and resources used are of suitable design and condition, well maintained and conform to safety standards.

Additional requirements

- To keep abreast of new childcare legislation and practices in Norfolk

Dress Code and Personal Conduct:

You will be expected:

1. To present a clean and smart appearance at all times:
 - Only one set of earrings to be worn while at nursery (no dangling earrings or nose studs).
 - Jewellery must be kept to a minimum to prevent personal or child injury.
 - Hair to be kept neat and tidy and to be tied back if longer than shoulder length.
 - A change of slippers to be worn one in the nursery rooms at all times.
 - To ensure appropriate uniform (supplied) is worn with black trousers or skirts, no jeans. Tailored shorts (black) may be worn in the summer, minimum length, midhigh. Uniform must be worn at all times whilst on duty. The t-shirts and sweatshirts provided remain the property of KKDCL at all times.
 - Clear or natural shades of nail varnish may be worn on toe nails only (no bright or dark colours). Finger nails must be kept at a reasonable length.
 - Smart appearance is vital to maintain the professional image of the nursery.
 - These measures help us to meet the criteria as stated in Health and Safety at Work legislation and they also protect against injury to you and the children your care.



Illness:

If, for any reason, you are unable to attend your place of work you must inform the nursery manager or deputy manager. This should be done before, or as soon as possible after, 7.30a.m. You must also call the nursery before 4.00 p.m. to inform them whether you will be fit for work on the next working day. If you have a doctor's note you should send this to the nursery as soon as possible and ensure that you confirm with the nursery manager the date that you will be considered fit to resume your working duties.

Emergency Procedures:

All staff must be aware of all company emergency procedures, including fire, first aid and safeguarding children.

Induction:

All staff members must complete the company induction and read and be familiar with all company policies and procedures. All Health and Safety policies and documents must be read and understood and you will be requested to sign to state you have read and understood them.

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. The post holder will be actively involved in the review with the Nursery Directors.