



Rookies Day Nursery Manager

Job Description

Purpose of the post:

- To be a member of the management team and to contribute to the strategic planning, monitoring, evaluation and development of the nursery
- To plan and deliver effective daily management of the nursery, in accordance with company policy, all relevant legislation, plus local authority and Ofsted requirements.
- To ensure the provision is of the highest quality, providing a safe, secure, stimulating and caring child-centred environment catering for the children's educational and developmental needs.
- Ensure that all agreed quality and safety standards are maintained in the nursery at all times.
- Responsible for the overall management of all childcare and other staff.

Key areas

- To liaise closely with parents/carers to ensure high levels of involvement and customer satisfaction at all times
- To work closely with finance to support the day to day financial operations within the nursery.
- Manage a staff team effectively.
- To monitor and assess the quality of the provision ensuring that policies and procedures, best practice and standards are maintained.
- To agree and set nursery goals and monitor the achievement and progress.
- To work closely with the MD to support the operational running of the nursery.
- Maintain confidentiality procedures.

Responsible to:

Managing Director (Owner) & Head of Service

Equal Opportunities:

Rookies Day Nursery is an equal opportunity employer and welcomes applications from all sections of the community.

Duties and Responsibilities:

Operational control

- Develops and monitors the operational framework and standards to ensure the smooth running of the nursery at all times. Ensuring the required standards, ratios and conditions of registration are maintained at all times.

- Monitor occupancy levels to ensure that they are maximised and proactively markets the nursery to meet these objectives.
- Ensure the nursery complies with the safeguarding requirements and liaising with the LCSB where appropriate.
- Ensure the highest standard of safety and security within the nursery, in particular, security systems being fully operational and used properly by staff and parents.
- To be responsible for the day-to-day running of the nursery, ensuring compliance with registration and legislative requirements at all times.
- To ensure the nursery conforms and exceeds the requirements of Ofsted.
- To ensure the nursery consistently meets the requirements set out in the Early Years Foundation stage to a good standard.
- To uphold and ensure a high standard of care throughout the nursery.
- To monitor any safeguarding concerns and follow local authority procedures.
- To provide feedback to the MD/HR about the nursery including any complaints received or any situation that may be detrimental to the company.
- Prepare the nursery for any OFSTED inspections and action any recommendations made by the inspector.
- Operates the highest level of cleanliness and hygiene within the nursery
- Responsible for health and safety issues within the nursery, ensuring compliance with the company's H&S policy and procedures
- To contribute and participate in the development of new ideas.
- To keep up to date on all current childcare issues.

Staff management and development

- Leads and manages a team, motivating them with a sense of direction, pride and energy ensuring the nursery ethos is encouraged and maintained.
- Monitors all nursery staff and student placements, to ensure the effectiveness of service delivery in line with the nursery policies and procedures.
- Plans, manages and implements the annual appraisal process, liaising with the SRL, Deputy Manager and managing director.
- Identify and deal with underperformance setting clear targets and goals, realistic timescales and opportunities for constructive feedback and monitoring ensuring documentation is completed.
- Support and deal with disciplinary and grievance matters.
- Provide constructive and honest feedback to support with staff CPD
- Deliver meetings and maintain effective working relationships through training sessions, and regular staff meetings
- Regular supervisions identify individual and nursery development to ensure the appropriate training needs are met.
- Identifies staff training and development needs to support staff CPD.
- Supports with the recruitment of staff through carrying out DBS enhanced checks and update these appropriately.

- Ensure all staff receives an induction process and completes appropriate documentation.
- Ensure all staff is aware of how to access training.
- To support with on the job training through qualifications being accessed through training providers.
- Be professional, polite and positive in all verbal interactions with staff parents and children at all times.
- Manage staff holidays to ensure ratios are maintained.
- Monitor staff absence and sickness and staff turnover reporting any findings to the MD/HR.
- Monitor and develop staff against the criteria set out in their job description.
- Liaise with the deputy with regards to staff observations on SRL and staff and report your findings to the manager and relevant staff.

Curriculum development and practice

- Ensure the planning and organisation of the educational provision is carried out and in line with the EYFS.
- Work in partnership with the nursery staff to ensure children's individual needs are met within the group setting.
- Ensuring assessments/records of children development are kept and information is consistently updated.
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- Ensure the Special Education needs code of Practice is in place.
- Promote Equality and diversity within staff and the setting.

Record keeping

- Ensure the safe storage of information and appropriate access in compliance with data protection.
- Ensure staffs update any information on their p-files.
- Ensure all funding and relevant paperwork is maintained and completed.

Parental involvement

- Encourage the involvement of all parents/carers at all levels of work within the nursery including children progress reviews.
- Deliver childcare that meets the needs and works in partnership with parents providing high levels of customer care at all times.
- Build strong parent/carer relationships with parents throughout the day and liaise with parents to resolve any issues or complaints as they arise.

Outside agencies

- Develop relationships with the Local Children Centres and attend meetings where required.
- Maintain a strong and positive relationship with OFSTED.

- Ensure documentation/ SEF are recorded and update regularly.
- Develop a good collaborative relationship with school in the local area plus other providers and member of the community.
- Works in partnership with class providers to ensure they provide a stimulation learning experience for children.
- Maintain outside agencies DBS checks and request when required.
- To establish a good professional relationship with colleagues working on other settings.
- Maintain outside agencies DBS checks and request when required.

Health and safety

- Provide evidence of up to date action plans for the nursery
- To ensure Health and Safety checks are carried out by staff both indoors and outdoors.
- Risk assessment are completed daily and when required
- Report any equipment or concerns to the MD and maintenance
- Ensure visitors sign in and out appropriately.
- Ensure all relevant COSHH information is up to date.
- The mobile phone is working and charged for outings
- Registers are checked and signed off daily to ensure the highest level of safeguarding.
- Regular fire drills are carried out on a monthly / termly basis.
- Appoint an H&S co-ordinator to support with the policies and practices.
- Ensure all staff is aware of their own responsibilities.
- Staffs carry out the cleaning of equipment and are recorded accurately.
- Ensure the equipment and resources are of a suitable design and condition and will maintain.
- Operate a high level of cleanliness and hygiene in the setting
- Ensure the medication policy is adhered to by SRL and staff.

Finance

- To prepare and submit any payroll amendments on a monthly basis ensuring a high degree of accuracy.
- To monitor the finance system for booking children and additional days.
- To keep MD/ finance informed of any leavers and starters and any relevant changes to payroll.
- To take card payments and provide finance with the appropriate documentation
- To support finance with the prompt payments of nursery fees and send reminders where possible.
- Ensure all parents have received the financial requirements and returned a signed contract and agreed to the terms and conditions.

General

- Flexible within the working practices of the setting, undertaking additional responsibilities where needed, such as domestic tasks, cleaning of the equipment.
- Parents receive a monthly newsletter and personal contact with parents through meetings, parents evening and open days.
- Ensure parents are fully informed of the nursery and that new parents are welcomed appropriately and given due regard to any concerns or questions when entering the setting.
- Manage and maintain a waiting list
- Ensure that all staff deliver a high quality customer care service at all times.
- Ensure the nursery is fully resourced with essential items to allow for full implementation of the EYFS and H&S legislation.
- Take part in meetings with the MD informing of nursery developments and marketing, policies and procedures and any areas of concern
- Liaise with the MD regarding recruitment of staff.
- Manage own time effectively and prioritise workload and delegation of any tasks.
- Monitor and respond to emails