

TODDLE INN NURSEY JOB DESCRIPTION

Job Title - NURSERY MANAGER

Purpose of Post

- Ensuring a high standard of physical, personal, emotional, social and intellectual education and care for all children in Toddle-inn nursery
- Supervision of and support to the team members within the nursery thereby implementing high standards of quality practices
- The day-to-day management of the nursery including quality improvement, marketing and administration.

Qualifications and Characteristics

- At least Level 3 in Early Years (Level 4 desirable)
- At least 2 years' experience of working in an Early Years setting or at least 2 years' other suitable experience
- A committed Christian*

**As a community-service of Emmanuel Church Fleetwood, Toddle-Inn Nursery is Charity-registered to uphold the values and principles that are consistent with the established Christian faith. As such, the manager role has an Occupational Requirement to be filled by a committed Christian, active in church life (Equality Act 2010, Part 1, Schedule 9).*

Key Areas

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

Responsible to

Board of trustees

Main Responsibilities

- To maintain and promote high-quality childcare and education
- To model and promote the nursery's Christian Ethos and values, and inspire others to do the same
- To lead and manage a team of practitioners and to ensure good practice at all times
- To be the nominated person and liaise with Ofsted when required
- As the nominated person, you will hold an *ex-officio* role on the Board of Trustees
- To be aware of and ensure the team act in accordance with current legislation, good practice, nursery policies and procedures
- To plan and organise staffing salaries, schedules and holiday rotas, to ensure staff ratios are maintained, in accordance with the Statutory Framework for the Early Years Foundation Stage
- Ensure that all staff have up-to-date enhanced Disclosure and Barring Service (DBS) checks

- To be responsible for all nursery staff, cook, cleaner, students and voluntary workers. Supervising and supporting all members of the nursery team in their day-to-day duties including recruitment and induction, training and development, individual supervisions and disciplinaries.
- Supporting all team members to work in partnership with parents/carers and other family members
- Oversee the efficient upkeep of the building, grounds and maintenance, stock of equipment, furnishings and fittings
- Oversee the financial day to day running of the nursery
- Co-ordinating and chairing staff meetings as appropriate
- Establish and maintain effective communication links with other agencies
- Marketing and advertising the nursery as necessary to ensure the nursery runs to its full capacity
- To oversee the development and implementation of systems to monitor and record child development
- To be responsible for the overall health and safety standards within the nursery and ensuring staff compliance and awareness, including training where appropriate
- To oversee that the agreed high standards of hygiene and cleanliness are always maintained
- To ensure the provision of a high-quality environment, to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history
- To provide all team members with the support and resources required for the early identification and intervention for children with additional needs
- To produce a manager's report in Trustees meetings to inform them of developments and finance
- To ensure that the staff team are working to their full potential and to implement support programmes and training to meet professional development
- And such other duties as the management may from time to time reasonably require.

Hours: 37 hours per week

Salary: £23,088

For more information contact: Rev Chris Kelsall (Chair of Trustees)

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