

01Job Title	Nursery Manager (Full Day Care)		
Location			
Reporting to	Early Years & Childcare Service Contract Manager		
Post Number		Grade	F
Directorate/Section	CYPS		
Effective date of JD		JE Job Number	

Job Purpose including main duties and responsibilities:

- The day to day management of a full daycare nursery setting, including staff management, marketing and budgetary responsibility/ financial administration;
- To oversee a successful, high quality childcare provision, ensuring that national standards are met and children receive excellent quality care and education;
- Supervision of, and support to, the staff within the setting, implementing and maintaining high standards of quality practices;

Person specification:

Attribute	Essential	Desirable	Method of Assessment
Management	<ul style="list-style-type: none"> • Experience in managing staff, motivating teams and recruiting new staff members • Experience of staff induction, supervision, and appraisal processes 	<ul style="list-style-type: none"> • Experience of managing a full daycare setting • Management qualification 	<ul style="list-style-type: none"> • Application form • Interview
Experience	<ul style="list-style-type: none"> • Previous experience of caring for, or working with children aged 0-5 in a voluntary or paid capacity • Knowledge of the National Standards for the regulation of Childcare provision 	<ul style="list-style-type: none"> • Proven administrative experience, including handling confidential staff and child records • Ability to manage budgets and financial records • An understanding of the Foundation Stage curriculum • An understanding of the Early Learning Goals 	<ul style="list-style-type: none"> • Application form • Interview

Practical Skills	<ul style="list-style-type: none"> Punctuality and ability to meet deadlines Good organisational, record keeping, planning skills 	<ul style="list-style-type: none"> Creativity and innovation 	<ul style="list-style-type: none"> Application form Interview
Communication	<ul style="list-style-type: none"> Excellent written and verbal communication skills, with colleagues, parents, carers and children 	<ul style="list-style-type: none"> Experienced in methods of communicating, consulting and encouraging participation with service users 	<ul style="list-style-type: none"> Application form Interview Assessment
Personal Qualities	<ul style="list-style-type: none"> Patience, reliability and trustworthiness Enthusiasm for giving children the highest quality care and education opportunities A commitment to the provision of high quality childcare with an interest in the care, learning and development of young children 	<ul style="list-style-type: none"> Leadership, management and effective delegation skills Flexibility – occasionally working hours might be changed, eg. if the setting hosts a Parent's Open Day A positive approach to learning and gaining new skills through teamwork and training opportunities 	<ul style="list-style-type: none"> Application form Interview Assessment
Strategic Thinking	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Technology / IT Skills	<ul style="list-style-type: none"> Knowledge and experience of Microsoft Office software 	<ul style="list-style-type: none"> Experience using bespoke nursery management software 	<ul style="list-style-type: none"> Application form Interview IT test
Education and Training	<ul style="list-style-type: none"> Completion (or be working towards completion) of a recognised management or childcare qualification at Level 4 or above, eg. NVQ 4 in Management, Foundation Degree etc A positive approach to further learning and development opportunities An understanding of the importance of 	<ul style="list-style-type: none"> Completion, or be working towards achievement of Early Years Professional Status Health & Safety certificate First Aid certificate Completion of other relevant courses 	<ul style="list-style-type: none"> Application form Interview

	<p>Health & Safety and Food Hygiene in the workplace</p> <ul style="list-style-type: none"> • 2 Day Child Protection Certificate 		
Equal Opportunities	<ul style="list-style-type: none"> • A positive approach to inclusive practice, with children, colleagues, parents and carers 	<ul style="list-style-type: none"> • Proven experience in managing a successfully inclusive daycare setting 	<ul style="list-style-type: none"> • Application form • Interview

1. Supervision/ Management of People:

Supervising and managing a group of employees undertaking tasks in the same general area of work.

Dispersal of Staff:

All staff work within the one nursery setting, though working patterns may vary.

Deputising:

This post is the most senior role within the nursery and therefore has no deputising functions.

Contract/ Non-direct staff:

This post may occasionally have cause to employ and manage additional casual staff, over and above the existing staff team. This may be for maternity periods or other forms of staff absence.

Flexible/ variable working arrangements:

Daily management of up to 10 staff with direct supervision of 10 posts. Staff are divided into sub-groups within the nursery:

Nursery Team:

- Deputy Nursery Manager/ Supervisor x 1
- Nursery Nurses x up to 2
- Assistant Nursery Nurses x up to 2
- Nursery Assistants/ Trainees/ Apprentices x 1

Pre-School/ Out Of School Care Team:

- Play Leader/s (part-time) x 1
- Play Workers (part-time) x 1
- Pre-school Assistants (part-time) x 1
- One-to-one/specialist workers (may be part-time depending on child's needs) x 1

Support Team

- Administrator (part-time) x 1
- Domicillary staff: Cleaner (part-time) x up to 2

Supervision of all staff takes place on-site, and all staff report directly to this post. The postholder convenes staff meetings and holds one-to-one supervision sessions. The

purpose of the supervisory arrangements is to ensure that the quality of childcare provided in the setting is excellent at all times and meets, (if not exceeds) Ofsted national minimum standards. The postholder would be responsible for appraisals of all staff.

2. Creativity and Innovation:

Creativity is a feature of the job but exercised within the general framework of recognised procedures, including such tasks as:

- To update and maintain the Operational Plan as needed, ensuring that documents are easily accessible;
- To co-ordinate/ chair termly staff meetings as appropriate, including preparation of agendas, training and planning sessions, with minutes;
- To devise and implement an effective marketing and promotion strategy to ensure that vacant nursery places are filled, and that the setting runs to its full capacity.
- To manage the development and implementation of systems to monitor and record the progress and development of children within the setting;
- To communicate with parents, carers and the community about the work of the nursery and seek appropriate opportunities to engage their support.
- To plan and implement appropriate objectives for the setting, including those affecting quality, curriculum, parental engagement and improving outcomes for children;
- To manage the quality of resources within the setting, including the procurement and maintenance of materials and equipment;

3. Contacts and Relationships:

The postholder is ultimately responsible for the wellbeing of children within the nursery, and as such is required to liaise with a range of people, including professional advisors, staff, parents/ carers, and children. Much of this contact concerns "routine matters". Regularly the post holder will have cause to deal with issues which are less straight-forward such as referrals to Early Years Advisory service for children identified with additional needs, families and children with English as an additional language, flooding of the nursery.

Point of Contact	Nature and Frequency of Contact	Purpose, Content & Potential Outcome
Early Years & Childcare Service contract managers	Monthly, for performance reviews	
Parents/ carers & children	Daily, as service users and customers	Two-way communication about children's needs, belongings, behaviour and progress. Can

		sometimes lead to conflict.
DCC Early Years Quality & Inclusion Advisors	Quarterly for quality checks/ advice on curriculum matters	Curriculum advice, including guidance on Early Years Foundation Stage
Local District-based Development Workers	Half-yearly or as needed	Advice and guidance
Ofsted Inspectors	Every 2-3 years according to inspection cycle	
Health & Safety Executive	As required by legislation	
Inclusion Advisors	Portage Advisors half termly at present.	To support child with additional needs
DCC Departments	Finance Department Human Resources	Invoicing, budget monitoring Advice and Guidance
Health Visitors	As required	Advice and guidance
Social Workers	As required	Safeguarding

4. Levels of Responsibility:

The post reports to the Early Years and Childcare Service contract manager.

Business Responsibilities:

- To actively promote the Setting to ensure that vacant places are filled, and its services are marketed and advertised as necessary to ensure the Setting runs to its full capacity.
- Be aware of and act in accordance with current legislation, policy and procedures;
- Being responsible for the collection, recording and banking of fees together with administering a petty cash budget;
- Being responsible for all administrative duties associated with the management of the facility, eg child registration, creation/ maintenance of relevant records, ordering equipment, maintaining an inventory, keeping personnel records up to date;
- To manage the development and implementation of systems to monitor and record child development;
- To promote the aims and objectives of the Setting;
- To promote the high standards of the Setting at all times to parents/carers, staff and visitors;
- To liaise with Deputy Manager or Supervisors in showing parents/carers around the Setting facilities and sending out information;

- Administration of childcare voucher scheme, care to learn scheme and social care payment .
- Administration of the Early Years Education Funding.

Staff Responsibilities:

- To recruit, induct, supervise and appraise all Setting staff as appropriate, and in accordance with Devon County Council policies, procedures and standards;
- To ensure that all staff working in the Setting on any basis are carefully referenced and CRB checked prior to commencing employment;
- To co-ordinate/ chair half termly staff meetings as appropriate, including preparation of agendas, training and planning sessions, with minutes;
- To manage staffing levels within the Setting to comply with required ratios, including planning and organisation of staffing schedules and holiday rotas;
- To manage any voluntary staff, ensuring they are properly inducted including criminal; records bureau check, supported and trained within the Setting;
- To maintain relevant personnel administration files, in line with Devon County Council requirements, ensuring all necessary paperwork is securely retained on each staff member;
- Completing and gaining authorisation as required for staff paperwork including recording staff absences, holidays and sickness, etc;
- Ensuring staff are referred where appropriate to the Wellbeing@Work service;
- To actively promote and facilitate relevant staff learning and development opportunities;
- To oversee the supervision and training of student placements and visitors within the Setting;
- Maintaining staff awareness of key practices within the Setting, eg. health and safety, food hygiene, administering of first aid, fire drill procedures, in accordance with the code of practice;
- Managing conflict within the staff team.

5. Decisions:

Discretion

The postholder is required to make decisions on a daily basis relating to the provision of a safe, secure and high quality nursery setting. Whilst there is management input (where sought) on some issues, many day-to-day decisions rest with this post. Ofsted National Minimum Standards provide a framework within which the setting must be run, but there are numerous opportunities for creative and independent decisions to be made in this context.

The postholder is ultimately responsible for safeguarding the children in the setting, making decisions about staff, resources, risk assessments, health & safety and many other issues.

Consequences:

Consequences of decisions can have a material effect on the setting as a whole, eg. failure to implement policy relating to risk assessment could cause staff or children to be put at risk of harm. The postholder takes responsibility for the consequences of their daily decisions, with only occasional reference to the Contract Manager (their line manager) at the Early Years & Childcare Service.

6. Resources:

The postholder possesses the scope to select, procure (within a budget) and deploy resources according to the needs of the nursery, eg. new play equipment, items to improve the safety and security of the building etc. The postholder would also be responsible for the necessary training of staff, and upkeep of the resources as required. In addition, the post takes overall responsibility for the collection and reconciliation of monies payable from parents and carers for nursery care. This can amount to substantial sums of cash and other forms of payment as well as chasing bad debt.

7. Work Demands:

The role is subject to deadlines, in many forms including submission of forms for Early Years Grant Funding, annual workforce audit, and quarterly Ofsted healthchecks to ensure minimum standards are being met, (through the "What is it like for a Child here?" document). Deadlines must be prioritised and re-prioritised according to most urgent need, where the safety and security of the children is paramount. Staffing deployed within the setting to ensure that correct adult to child ratios are maintained at all times. The post-holder is subject to unannounced OFSTED inspections.

8. Physical Demands:

This role requires a reasonable level of general fitness to sit, stand, and on occasion, interact with the children, (which could involve lifting, kneeling or crouching). On occasions it is also necessary to lift equipment and restraining of children that are either danger to themselves or others in the setting. In general it demands normal physical effort.

9. Working Conditions:

Based indoors, this post is not exposed to extreme temperatures or conditions. Work is predominantly office-based with remit to manage the nursery and pre-school rooms and facilities. Risk assessment is a key activity in these areas.

10. Work Context:

This role manages the provision of childcare and education for 0-5 year olds and as such, there are inherent daily risks in the form of bodily fluids, infections and emotional impact from

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parents, carers, children and staff, including the management of potentially abusive situations.

11. Knowledge and Skills:

The role requires a good understanding of relevant Government/ Ofsted and other regulatory requirements and initiatives linked to the running of a full daycare setting. The postholder must be able to demonstrate relevant skills and practical experience working with 0-5 year olds, and possess sound knowledge of nursery provision and curriculum issues. In addition, the postholder would need a good general grasp of good management practice. The Person Specification is given in detail on Page 1.

Job GLPC profile

SMP	C&I	C&R	D.D	D.C	Res	WDM	PDM	WCN	WCT	K&S	Score

Signatures:

Job Description agreed by:

Line/Originating Manager: _____ Date: _____

Job Holder (if in place): _____ Date: _____

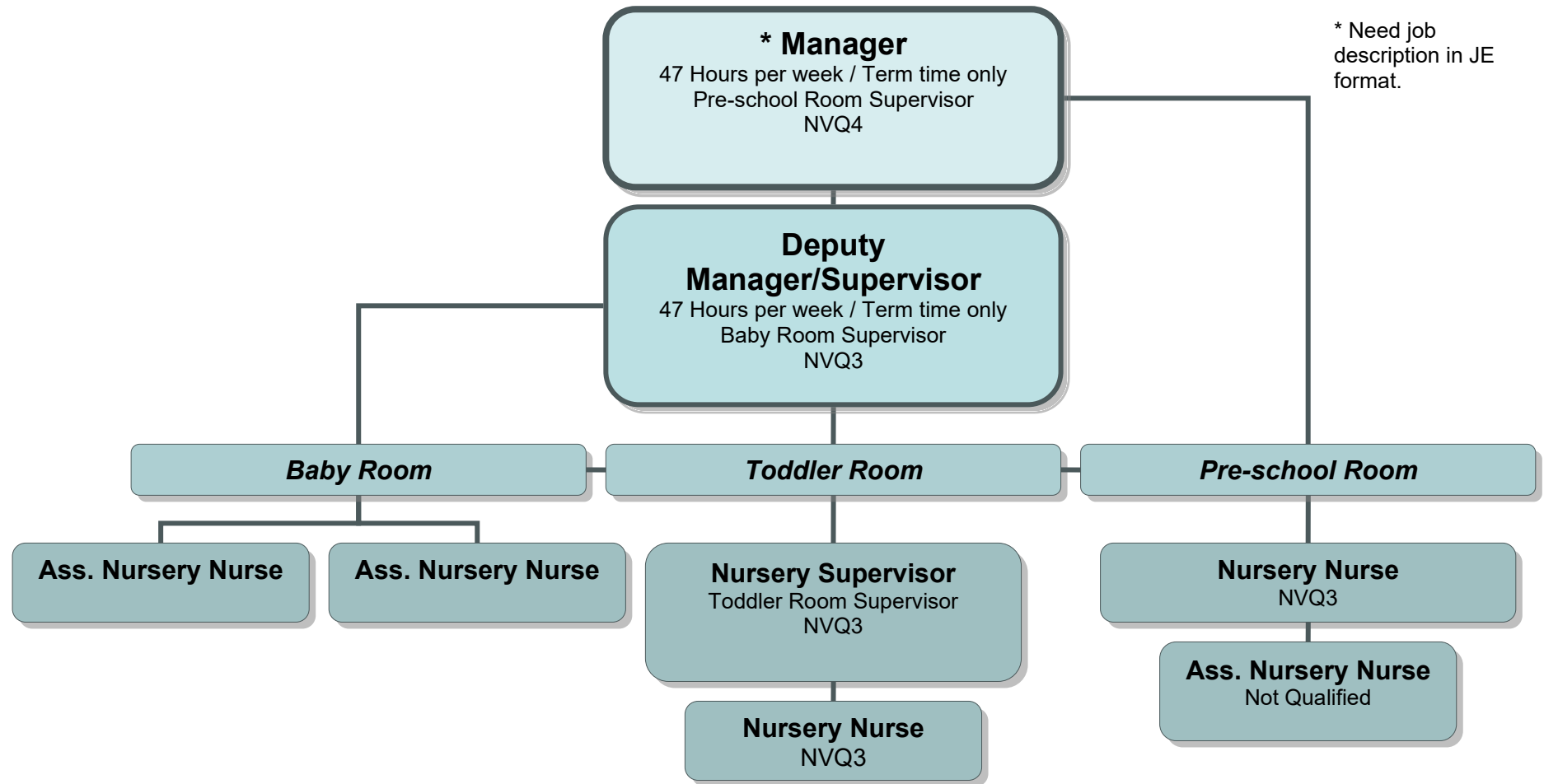
Head of Service: _____ Date: _____

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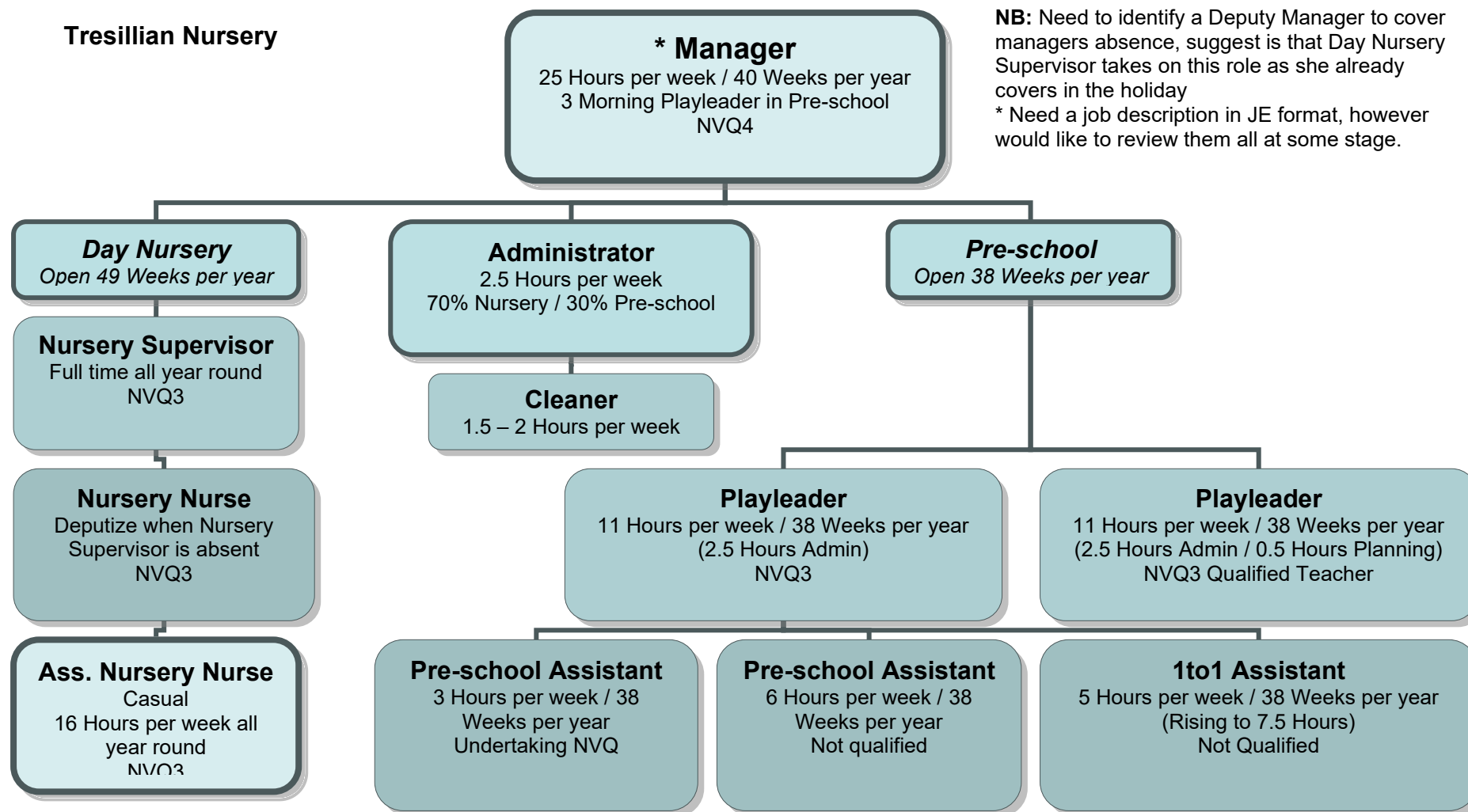
Job Description



Structure chart: Happy Days Nursery



Tresillian Nursery



Job Description completion notes:	
Role Title, Location, Reporting to, Post Number, Work Base and Effective Date of JD to be completed by manager. Grade, Salary, and GLPC profile details to be supplied by Personnel and Performance Job Evaluation team.	
Job Purpose including main duties and responsibilities:	
<p>This section should be used as part of the Recruitment Process. Please make sure you retain the page break and only copy the first section to any candidates. The candidates do not need to see any of the section that relate to the Evaluation process.</p> <p>Initially describe in brief what the job is there for and why it needs to be done. Then briefly outline the key duties and responsibilities of the job. Concentrate on regular tasks and activities.</p>	
Person Specification	
This section should be used in conjunction with the Job Purpose (above) as part of the Recruitment Process.	
Supervision:	
1.	Give details on which staff the job holder has line management/supervisory responsibility for, the area/speciality of work. Give extent of this responsibility, eg work checking, appraisals, training etc. Give <u>numbers</u> , state whether full-time, part-time, contract, temporary etc. Provide a structure chart showing where within the department the job sits.
Creativity & Innovation:	
2.	Describe here the level and extent of creative thinking/problem solving required to get the job done. For example design, contract specifications, counselling, application of ICT, policy development, interpersonal skills, written word, general task problem solving. What is the frequency of this problem solving (daily/weekly/monthly). Indicate whether the job holder has to follow guidelines and regulations, and how closely.
Links with other officers, service users or members of the public:	
3.	Describe here the normal range of contacts that the job holder has. What are the reasons for the contact, eg information, advice, negotiation, persuasion, care, assessing, developing, motivating. Indicate the frequency of these contacts etc.
Levels of Responsibility:	
4.	The freedom and level of decision making involved with the regular pattern of the job. The requirement to make decisions. The availability of guidelines and procedures limiting decision making.
Effects of decision making:	
5.	Describe the effects of decision making, the outcome, on budgets, people, services, objectives. This is the properly thought out end result of a decision made and not about the negative affect of not making a decision or doing something.
Resources:	
7.	Describe the tangible assets that the job holder is responsible for. Such assets are cash, buildings, plant/equipment etc. Does the Job have responsibility for data systems, eg Systems Administrator role.
Work Demands:	
8.	Describe the deadlines and timescales for tasks, what are the interruptions and their extent and suddenness, what is the frequency of those interruptions. Does the job holder have to juggle with conflicting priorities for example with resource needs.

Physical Demands:	
9.	Describe how physical the job is. The amount of lifting, carrying, working in awkward positions is required. What is the frequency at which the job holder is required to work in such conditions.
Working Conditions:	
10.	Describe whether in office environment, kitchen, outdoors etc. What is the percentage of time that the job holder is exposed to these conditions.
Work Context:	
11.	Describe the potential for injury to health from carrying out work, eg. Contact with public, working in traffic, using machinery etc. Describe the level and frequency of exposure to these risks.
Knowledge & Skills:	
12.	What is the level of knowledge and skills and experience, qualities and attributes that are required to be held by the job holder in order to competently undertake full duties of the role. State academic qualifications and experiences gained through time that are a requirement of the job.