

# Job Description



**JOB TITLE:** Manager  
**LOCATION:**

**REPORTS TO:** Area Manager  
**MANAGER:**

<b>Job Purpose</b>
<ul style="list-style-type: none"><li>• To carry out all duties to ensure the effective and efficient running of the Nursery.</li><li>• To support and lead the Staff Team within the setting to deliver consistent leadership across the setting.</li><li>• To ensure all policies and procedures in line with Company Policy, along with all aspects, legal and guidance, of The Early Years Foundation Stage and Ofsted's Registration requirements are met at all times.</li><li>• To ensure the high quality standard of care and attention is given to children on the premises and that each child is provided with a safe, secure, emotionally and physically stimulating environment in which to develop.</li><li>• To be an ambassador for Stars Day Nurseries.</li></ul>
<b>Skills and Qualities</b>
<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Passionate about Stars Day Nurseries.</li><li>• Presentable.</li><li>• Shows initiative.</li><li>• Leads and motivates a team.</li><li>• Engages and supports parents and families.</li><li>• Manage and organise time effectively.</li><li>• Professional in all approaches.</li><li>• Ability to use an online journaling system.</li><li>• Can work in a team and independently.</li><li>• Self-motivated and enthusiastic.</li><li>• Positive 'can do' attitude.</li><li>• Ability to work under pressure.</li><li>• Prepared to work flexibly</li><li>• Reliable.</li><li>• Strong role model.</li><li>• Maintain confidentiality.</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Diplomatic.</li><li>• Confident.</li><li>• Enjoys responsibility.</li></ul>
<b>Experience, Knowledge and Qualification</b>
<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Minimum of Level 3 current and relevant childcare qualification.</li><li>• Proven experience in a supervisory role.</li><li>• Previous experience of working in a childcare setting.</li><li>• Experience of working as part of a team.</li><li>• Experience of working in partnership with parents and families.</li><li>• Experience of working as a Key Person.</li><li>• Experience of working with external agencies.</li><li>• Deep knowledge of the Early Years Foundation Stage and Ofsted expectations.</li><li>• Sound knowledge of Child Development Stages.</li><li>• Experience of the Observations, Assessment and Planning cycle.</li><li>• Experience of working with children with Special Educational Needs and Disabilities</li><li>• Experience of implementing Safeguarding Policy and Procedure</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Experience of organising events.</li><li>• Experience of using IT systems to support working practices in Childcare and Education</li></ul>

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## **Main Duties and Responsibilities**

- To contribute to a programme of activities suitable to the age range of children in your area in conjunction with other staff.
- To keep a record of achievement file on your key children for parents, if applicable.
- Work alongside external agencies and parents of SEN children to give full inclusion in the nursery.
- Support all staff and engage in good teamwork.
- Liaise with and support parents and other family members.
- To attend activities, e.g. training, staff meeting, parents evenings, summer fayre, Christmas party, etc.
- To be flexible within working practices of setting and carry out any other duties as requested by any member of company authority.
- Work alongside the Area Manager and staff team to ensure that the philosophy behind the project is fulfilled.
- Appropriately record all accidents in the accident book and ensure that the parent/carer collecting the child signs the form on the day of the accident.
- Ensure children are collected by someone known to the setting
- Ensure that medication is only administered if it is prescribed from the doctor or the calpol form has been signed by the parent/carer. Dates need to be checked to ensure medicine is in date. Medicine forms need to be signed on the day medicine is to be administered.
- Greet Parents, children and any other visitors to the setting.
- Liaise with the Local Authority and other professionals associated with the setting.
- Pass on information and give feedback from training courses attended.
- Ensuring that the room is clean, tidy and in good order and that the health and safety standards are maintained at all times.
- To ensure that there is adequate equipment and resources at all times in the setting.
- To ensure the development of junior members of staff and students.
- To ensure that staff meet the needs of the individual children in their personal care.
- Ensure that all planning for the room is displayed and kept up to date.
- Ensuring all areas of the curriculum are met in both the indoor and outdoor environment.
- Ensure all paperwork within the room is filled in correctly and kept up to date.
- Ensure regular team meetings are held.
- Ensuring that the working environment remains professional at all times.
- To monitor, record and review students and junior staff's progress and development. Give feedback to the appropriate personnel.
- To supervise staff and ensure that all tasks are carried out to the accepted standard and that lapses are brought to the employees' attention and the Area Manager's attention if necessary.
- Undertake certain domestic jobs within the setting e.g. preparation of other duties and responsibilities of an equivalent nature as may be determined from time to time by the Area Manager/Directors.
- To oversee and guide the running of all rooms and staff members.
- Working alongside the management team to ensure the smooth running of the childcare settings.
- Receiving fees according to company procedures and ensuring that it is kept in a lockable cupboard.
- Being responsible for the setting at all times.
- Keep the Area Manager/Directors up to date with any issues or concerns within the setting.
- To be an active member of the management team.
- To assist in childcare projects as required.
- To liaise with parents regarding problems with individual children passing these onto the appropriate bodies.
- To take responsibility for all areas of management as delegated by the Area Manager/Directors such as invoicing, record keeping, budget monitoring, keeping computer files updated or maintenance issues.
- To assist in the planning and implementation of programmes of activities.
- To take part in the recruitment, induction, training and development of staff into the setting if required.

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- The post holder is authorised to implement the disciplinary procedure up to verbal warning stage.
- Be responsible for ensuring that children are supported in their learning, according to their individual development and needs, through the EYFS.
- Be responsible for the implementation of the EYFS, valuing children's individual efforts and achievements and supporting their increasing need to develop through interaction with people and the exploration of the world around them.
- To be aware of and implement agreed Child Protection Procedures.
- Be responsible for developing and implementing all setting policies and procedures, ensuring that all staff and parents/carers are aware of and have access to policies and procedures.
- Be responsible for planning and co-ordinating staff meetings as appropriate including agendas and minutes.
- Be responsible for supervising and supporting all personnel within the setting in their day to day duties.
- To ensure that all legal and statutory requirements are implemented.
- To actively market and advertise the setting as necessary to ensure the setting runs to its full capacity.
- To ensure that all staff are made aware of agreed Child Protection Procedures and that these procedures are fully implemented.
- To ensure that the setting is a safe environment for all, children, parents and staff. To monitor the safety of equipment, standards of hygiene, safety procedures and fire drills.
- To ensure that the setting is run prudently and is self sustainable.

## **Generic Responsibilities**

- To carry out all responsibilities with regards to Stars Day Nurseries 'Equality' policy and procedures and in line with the 'Customer Care' policy.
- To comply with all Health and Safety at work requirements and laid down by the company.
- To follow all company policies and procedures, whether they are outlined in the Job Description, Policies and Procedures File, Staff Handbook or within the employment contract. All elements of policy and procedure which make up the responsibility of an employee must be adhered to at all times.

## **Flexibility Clause**

- Other duties and responsibilities expressed and implied which arise from the nature and character of the post within the company 'Stars' Day Nurseries Ltd', in a comparable post in any of the Company's other settings or positions as required.

## **Variation Clause**

- This is a description of the job as it is constituted at the date shown. It is the practice of Stars Day Nurseries to periodically examine the Job Descriptions of its employees, update them and to ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate Management in consultation with post holders where appropriate and necessary to do so.
- In these circumstances, it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, the Directors and/or Area Manager reserve the right to impose the changes to your job description following consultation and giving reasonable notice.

## **Agreement of Job Description**

Signed by Employee		Date	
Signed by Manager		Date	