

## Nursery Manager Job Description

<b>Name of Setting:</b>	Play Studio Montessori Nurseries Part of Templesprings Childcare Services Ltd.
<b>Location:</b>	9E Rigby Gardens Chadwell St Mary Essex RM16 4JJ
<b>Job title:</b>	Montessori Nursery Manager
<b>Job Type:</b>	Full Time
<b>Hours of Work:</b>	Monday to Friday 43 hours a week
<b>Accountable To:</b>	Directors of Templesprings Childcare Services Ltd
<b>Direct Reports</b>	Room Leaders, Deputy Manager, Practitioners
<b>Reports to:</b>	Directors of Templesprings Childcare Services Ltd.
<b>Salary &amp; Benefits</b>	<ul style="list-style-type: none"> <li>• Competitive salary £28,000 to £35,000 per annum based on qualification and experience</li> <li>• 28 days paid holiday inclusive of bank holidays</li> <li>• Holiday entitlement increasing by one day for each two years of service</li> <li>• Free DBS check with update service</li> <li>• Free food and refreshments</li> <li>• Pension scheme</li> <li>• Continuous development and on-going early years quality training both in-house and externally</li> <li>• Coaching and mentoring from directors</li> <li>• Employee assistance programme</li> <li>• Performance Review Framework and service recognition rewards</li> </ul>
<b>The Opportunity</b>	<p>Templesprings Childcare Services Ltd. is expanding! We have an amazing opportunity and are seeking a motivated, talented nursery management staff to be a part of our continued growth and success. This is a fantastic opportunity to develop and cultivate a state-of-the-art brand-new Montessori setting.</p> <p>We are looking for someone that has a passion and drive for providing high quality care for children from three months to five years. We require an experienced Manager who shares our vision to be wonderful in every way; someone who is bursting with enthusiasm and great ideas.</p> <p>You will have a natural affinity with parent partnerships and be focused on delivering excellent standards of care and education. You will be an exceptional team leader and be able to lead and inspire your future team as they in turn lead children through their amazing Montessori journey of learning and discovery; guiding and enabling them as they grow and develop.</p>

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff, contractors and volunteers to share this commitment".

(Bidemi Johnson, Proprietor)

## Purpose of Role and Key Responsibilities

The role of the Nursery Manager is to ensure all children attending Play Studio Montessori Nursery receive high quality care, are kept safe and are provided with planned and stimulating play experiences which meet their individual needs and support all aspects of the Early Years Foundation Stage (EYFS) and Montessori curriculum.

The Montessori Nursery Manager will be a role model to the staff and act as a guide who helps to support children's progress academically, emotionally, and physically in a prepared Montessori environment, that challenges each child to reach his/her full potential, in accordance with Montessori philosophy and procedures. You are part of the nursery management team and will be responsible for ensuring that all the activities and tasks detailed in this role description are being performed to the nursery standards

We are looking for a self-starter individual who can take initiative and has experience of working in a new nursery environment. You will be expected to have a 'can do' attitude and be prepared to do whatever it takes for the smooth set up, development and running of the nursery.

Your responsibilities will be varied and far-reaching including.

1. Planning and effective operational management of the nursery
2. Achieving and maintaining the highest standards of care and education of the children to promote and maintain our reputation for providing exemplary practice and quality care.
3. Leading and managing the staff team effectively; Supporting the management of staff recruitment and retention
4. Managing the budget and occupancy levels effectively to ensure that the nursery target occupancy levels are met – in conjunction with the Proprietor.
5. Quality and Policies management, ensuring all policies are implemented; Industry and government regulations always adhered to
6. Develop and maintain our excellent partnerships with parents
7. Business Development, Marketing, and effective business administration

***Please note that as Templesprings works with children and young people, you will need to supply 5 years of full employment/education references and we will carry out a DBS check.***

Additionally, you are responsible for managing the team who deliver the breakfast, after school and holiday clubs. Detailed below are the principal tasks and activities associated with your role.

Your role will be appraised on a regular basis by the Proprietor during which your performance will be reviewed and assessed in accordance with personal and nursery aims and objectives. Whilst the role description contains specific responsibilities, it is expected that you will have a high degree of integrity and initiative in managing your own performance and self-evaluation.

The Manager will be expected to attend a monthly management meeting to provide progress update on the KPIs. The following list is typical of the level of duties; however, it is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Please ensure you have read and understood them as they form part of your overall Contract of Employment with the nursery.

**Planning and effective operational management of the nursery Responsibilities**

1. Plan and deliver effective management of the nursery, in accordance with the nursery operational plan, long term plan and Self-Evaluation Forms e.g. Safer recruitment checklist, Safe guarding audit tool etc. (SEF).
2. To ensure the nursery complies with all relevant legislation, plus local authority, OFSTED and Montessori requirements.
3. Develop and manage the operational framework and standards to always ensure the smooth running of the nursery.
4. Ensure the required standards, staffing ratios and conditions of registration are maintained at all times.
5. To ensure the provision is always of the highest quality and strives to attain the highest ratings such as OFSTED "outstanding".
6. To manage the nursery's Quality programme.
7. Monitor occupancy levels to ensure that they are maximised and proactively markets the nursery to meet these objectives.
8. Ensure the Blossom Nursery Manager system is used correctly and is up to date. Maintain accurate records for all children including attendance registers.
9. Responsibility for benchmarking, updating and communication of all key policies and procedures to your staff.
10. To ensure that staff adhere to nursery policies, objectives and code of conduct
11. Ensure that the nursery's procedures on child safeguarding are adhered to liaising with the Proprietor and local services as required.
12. Ensure the highest standard of safety and security within the nursery, in particular that security systems are always fully operational and used properly by all staff and visitors.
13. Establish all appropriate emergency procedures, especially fire drills.
14. Be responsible for all health and safety issues within the nursery, always ensuring compliance with the nursery's Health and Safety Policy and procedures.
15. Operate the highest level of cleanliness and hygiene within the nursery.
16. Work with the catering team, to ensure that the meals provided are healthy and nutritious and cater for individual dietary needs.
17. Be responsible for the day-to-day management of the premises and services, liaising with the Proprietor to ensure essential repairs and maintenance of the building and grounds are carried out.
18. Ensure correct and proper use of the nursery IT systems and processes.

**Achieving and maintaining the highest standards of care and education of the children Responsibilities**

1. As Manager you have overall responsibility for the nursery and staff within it, ensuring they are performing to the highest standards
2. Safeguarding children and staff is your utmost priority and you will be the Designated Safeguarding lead. Speak up against practices that don't support our safeguarding policy and our Core Values
3. To manage and continuously improve the delivery of the Early Years Foundation Stage and Montessori curriculums.
4. Manage and deliver the Early Years Foundation Stage framework and any other appropriate guidance for young children in accordance with nursery policy and guidelines.
5. Manage and deliver the Montessori Education Curriculum and any other appropriate guidance for young children in accordance with nursery policy and guidelines.
6. Manage the observation of each child's progress and report on achievements, looking for progression and continuity alongside the Early Years Foundation Stage and Montessori curriculum.
7. Ensure staff keep their child profiles up to date and maintained at the required quality level.
8. Check profiles at least monthly ensuring they are up to date and relevant.
9. Supervise the settling of new children into the setting as well as the transfer of children from one room to another in the nursery, or those going to school.
10. Ensure that all staff provide high quality childcare at all times.
11. Ensure staff attend to the all-round daily needs of the children by enhancing their physical, intellectual, social and emotional development.
12. Ensure staff are supporting children in serving their own food, milk, drinks and snacks and encourage good nutrition and sociable eating.
13. Provide cover for staff as required.
14. Ensure staff assist children with personal care, including changing nappies, assisting with toileting and other associated welfare duties.
15. Ensure staff have a completed and up to date care plan for each child in their room.
16. Ensure that all staff maintain an attractive, stimulating and reassuring environment for children inside and outside.
17. Action and monitor all child safeguarding / protection issues and accidents to ensure that any remedial action is taken immediately.

19. Liaise with the Deputy Manager in the overall supervision of the kitchen staff.
20. Ensure that paperwork and documentation that is required for the successful operation of the nursery is benchmarked, maintained, and communicated to staff. Much of this paperwork is statutory and regulated by Ofsted, so is an essential part of what we are required to do.
21. Ensure paperwork is up to date, neat and tidy, correctly spelt and well written. If there are any reservations about staff's abilities with paperwork (such as dyslexia), ensure work is checked by the office or other suitable team member.

### **Room and Premises Responsibilities**

1. Ensure that risk assessments for rooms and other areas are carried out in accordance with nursery policies and at the correct time and frequency.
2. Ensure the nursery is kept tidy and organised to allow for the efficient use of time and to maintain the high-quality standards that we have set as our on-going objective.
3. Ensure that resources for the rooms are ordered in a timely fashion and in accordance with nursery budgets and are age appropriate.
4. Ensure resources, toys and equipment are organised, stored correctly, cleaned regularly and any breakages reported to the office. Have an on-going resource plan.
5. Ensure any signs pictures or displays that are fixed to the wall are tidy, appropriate and in keeping with nursery standards.
6. Ensure that displays are changed regularly and in line with themes and seasons.
7. Ensure that each room has a display outside each door that shows the members of the team.
8. Ensure the staff board is up to date.
9. Ensure rooms, toilets and corridors are left tidy and cleared away at the end of the day to include children's clothes and shoes, resources, cups, plates, utensils, food, drink etc.
10. Ensure when using messy play items especially paint, cornflower etc., that any mess is cleaned up immediately after the activity.
11. Ensure everything in the room that needs to be is appropriately labelled.
12. Ensure that appropriate signage is displayed correctly e.g., fire evacuation.
13. Answer the phone or Entryphone system as appropriate.

18. Manage and continuously assess the key person system.
19. Deal with accidents and incidents and inform parents.
20. Ensure children have adequate access to the garden and outside trips.
21. Ensure milk kitchen duties and procedures are carried out effectively.
22. Manage the acceptance into the nursery and the administering of medicine.

### **Health and Safety Responsibilities**

1. Ensure that all staff are trained regularly on child safeguarding, health, and hygiene.
2. Manage the safety and security of all children, employees, and visitors to the Nursery
3. Understand and abide by the Health and Safety at Work Act 1974.
4. Help carry out regular assessments to ensure all nursery health and safety procedures are adhered to.
5. Ensure the cleanliness of the children at all times.
6. Ensure Accident and Incident books are maintained correctly.
7. Ensure child registers are kept correctly.
8. Ensure that the nursery is cleaned regularly by an approved contractor.
9. Ensure that obvious marks or spillages (doors, floors, walls etc.) are cleaned as soon as they happen, within reason.
10. Ensure that room and garden risk assessments are carried out as required.
11. Ensure the security systems are working (door access, CCTV)
12. Ensure staff and parents adhere to the policies relating to phones, cameras, and other media.
13. Ensure data protection legislation is adhered to.
14. Ensure all nursery records are accurate and held securely.
15. Ensure all nursery equipment and stock is held securely and maintain key registers.

### **Staffing and Leadership Responsibilities**

1. Overall, to manage the nursery by example to others and thereby promote respect for the role. Nursery staff will learn and perform by how you perform your own role on a day-to-day basis.
2. Proactively contribute to effective team working and foster open and honest communication amongst all employees within the nursery.
3. Responsibility for the recruitment and overall management of all childcare and other staff.
4. Define the roles and responsibilities of all staff and ensure the upkeep of job descriptions.
5. Carefully carry out all reference and DBS checks appropriate checks on new employees prior to them commencing employment.
6. Develop and maintain a bank of nursery staff to provide cover for all occasions.
7. Provide induction training and monitor the progress of new employees during the probation period.
8. Make all staff fully aware of the Safeguarding and Child Protection policies and procedures, including all setting policies and procedures.
9. Ensure that staff follow the requirements of the nursery operational plan, medium- and long-term plans plus the requirements of the Ofsted SEF.
10. Update and maintain Setting policies and procedures, and the Operational Plan as needed, and making the documents easily accessible.
11. Maintain an accurate and effective personnel management system in accordance with the HR policy, ensuring all necessary paperwork is securely retained on each staff member, and that such files are kept up to date.
12. Ensure that staff appraisals are carried out twice per annum.
13. Maintain appropriate staffing levels and ratios at all times, ensuring that compliance with regulations relating to minimum staffing levels is adhered to.
14. Responsibility for staffing schedules including planning and organization of staff rotas and holiday request for the nursery.
15. Responsibility for staffing schedules including planning and organization of staff rotas and holiday request for the breakfast, afterschool, and holiday clubs.
16. Identify staff training and developmental needs, planning with the managing team to ensure these needs are met.
17. Actively encourage the continual development of best practice.
18. In relation to sickness and absence ensure you have adequate cover, that everyone is informed, and bank staff arranged.

### **Fiscal Management**

1. Assist the Proprietor in the setting and maintaining of pay scales and salaries.
2. Review and monitor occupancy levels with the view to maintaining optimum capacity.
3. Help to identify new sources of income, opportunities for increased profit and ideas for cost reduction.
4. Help to identify financial risks and produce contingency plans.
5. Manage the petty cash procedures and the acceptance of cash into the nursery.
6. Ensure the credit card machine is working and take card payments for fees.
7. Manage staff budgets in conjunction with the Proprietor.
8. Manage nursery budget, income and expenditure.

### **Sales and Marketing**

9. Assist the Proprietor with the creation and management of the sales and marketing plan.
10. Proactively market the nursery in line with the sales and marketing plan.
11. Assist with the creation and on-going management of the nursery brand.
12. Manage the enquiry, show-round and bookings procedures.
13. Identify and implement sales activities to attract new parents and inspire the loyalty of existing parents.
14. Ensure that there is a yearly calendar of events.
15. Participate in all activities related to nursery publications, advertising, public relations, the web site and other marketing activities designed to promote the nursery.
16. Liaise with associations such as NDNA, CEYC and other agencies.
17. Liaise with suppliers ensuring that service and/or product price and quality is appropriate.
18. Ensure that information on the web site and marketing collateral is up to date.
19. Ensure our social media pages have regular content



19. Ensure that supervisions are carried out on a regular basis to assist staff with their development.
20. To be the final escalation point along with the Proprietor for complaints, grievances, disciplinary issues.
21. To ensure that conversations or actions that take place amongst your staff that could be relevant to disciplinary action needing to be taken by the nursery or incidents that are significant (positive and negative), are recorded and kept confidential and secure.
22. Ensure that the appropriate recognition is given to staff who perform well or carry out their duties over and above what is expected. Promote incentive schemes.
23. Carry out on-the-job training and coaching for employees.
24. Actively encourage the continual development of best practice.
25. Proactively contribute to effective team working and foster open and honest communication amongst all employees within the nursery.
26. Commit to on-going personal learning and development and attend on and off-the-job training.
27. Attend networking meetings both local authority and NDNA organised.
28. Work in partnership with early years professionals and agencies, for example Health Visitors and SEN services.
29. Within reason comply with requests to work outside normal hours, for example to cover if staff unexpectedly have to leave the room or are called away. This includes requests from the nursery to work long days (10 hours) from time to time.
30. Manage and organise Room Leader meetings, to be held on a regular basis throughout the year.
31. Manage and organise staff meetings, normally outside hours, to be held on a regular basis throughout the year, normally every 4-6 weeks.
32. Ensure your staff adhere to the nursery policies regarding personal health, hygiene, punctuality, sickness and absence and general grooming.
33. Ensure that staff are wearing their name badges and adhere to nursery dress code.
34. Ensure staff issues and complaints are dealt with promptly and accurately.
35. Liaise with the Proprietor on HR related issues.
36. Ensure the appointment and management of a Deputy Manager. Define role and responsibilities.
37. Ensure the appointment and management of Room Leaders. Define role and responsibilities.
38. Oversee the supervision and training of student placements within the setting.

### **Parent and Carer Responsibilities**

20. Work in partnership with parents/carers, recognising that parents are their children's first educators, and encourage parental involvement in the nursery.
21. Constantly look for ways to improve the parent partnership and communication.
22. Welcome new parents into the nursery.
23. Provide the escalation point for parent / carer complaints, grievances or other issues.
24. Manage and attend regular parents' meetings and open days.
25. Ensure parents are familiar with the security and procedures surrounding drop off and collection. (passwords etc.).
26. Ensure staff are providing feedback and daily reports to parents about their child's day at the nursery.
27. Ensure staff are informing parents when their child is sick or not their normal self.
28. Ensure you and staff know what is going on at home that may have an effect on the child's behaviour or mood when they are at nursery.
29. Ensure staff awareness and understanding of the cultural, religious, ethical, or personal preference issues that some parents may have in relation to their child.
30. Ensure parents have access to a copy of the Parent's handbook.
31. Ensure staff manage and communicate child absences or holidays. Ask parents about any likely absences.
32. Ensure staff maintain the parent and carer register when parents drop off or collect their child.

## Profile of Ideal Candidate

Person Specification	Rank (Essential or Desirable)
<b>Education and Training:</b>	
1. Educated to minimum GCSE level with passes in four or more subjects two of which are English and Maths.	E
2. Childcare qualified to minimum Level 4 from a recognised awarding scheme (CWDC Diploma, NNEB, BTEC, NVQ, CACHE).	E
3. Willing to consider graduate or post graduate training e.g. Early Years Teacher, Professional or Educator.	D
4. Fully trained in a nursery management systems and quality control application	D
5. Fully trained in the Early Years Foundation Stage.	E
6. Fully trained in safeguarding children, behaviour management, special needs, health and safety, first aid, keyperson, equal opportunities.	E
7. Understanding of Child Development	E
8. Valid paediatric first aid qualification	E
9. Valid Safeguarding & Child protection certificate	E
10. Association Montessori Internationale (AMI) Certified	D
11. Basic Food Hygiene certificate	D
12. Early Years SEN	D
13. Fluency in written and spoken English.	E
14. Commitment to continuous professional development	E
<b>Relevant Experience:</b>	
15. A minimum of 5 years' experience within children's services, such as social care, early years, primary education, public health or community development	E
16. A minimum of 3 years' a managerial position /relevant supervisory of a good or outstanding nursery.	E
17. Evidence of managerial training, how to manage people, fiscal, recruitment and staff development etc.	E
18. Experience of working with children 0-5 years in a private or maintained setting.	E
19. Experience of working in a large or multi-location setting.	D
20. Experience of successfully passing an OFSTED inspection to good or outstanding levels.	E
21. Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation e.g., Equal opportunities, Safeguarding, Health and Safety requirements etc.	E
22. Experience of working in partnership with a range of organizations; developing or participating in programmes designed to support families from different backgrounds.	E
23. Experience of project management and new service development	D
24. Experience of managing budgets, income and expenditure	E

25. Experience of working in community-based programs	D
26. Demonstrable experience of gathering, analysing and using performance data to inform target setting, planning and policy.	E
<b>General and Special Knowledge:</b>	
27. An understanding of children's development and their needs.	E
28. An awareness of other child education philosophies such as Montessori, Reggio Emilia, Steiner.	E
29. An awareness of legislation such as The Children Act.	E
30. A willingness to participate in childcare networking schemes such as the NDNA.	E
31. A willingness to self-improve and develop childcare skills. Training will be provided in the form of on-going refresher courses, in house training, e-learning courses.	E
32. An appreciation of customer care skills when dealing with parents	E
<b>Skills and Abilities:</b>	
33. Microsoft Office 365 Application (Email, Word, Excel, PowerPoint, Teams)	E
34. Microsoft Office 365 Application (Planner, One Note, SharePoint, Visio, Forms)	D
35. Nursery Management Systems (E.g. Blossom)	E
36. Client Relationship Management Databases	D
37. Websites and Social Media Platforms	D
38. Excellent organizational skills, Knowledge of preparing minutes, reports, and general correspondence.	E
39. Ability to develop an effective team	E
40. Ability to build and form good relationships with parents and students	E
41. Ability to deliver a quality service whilst under pressure.	E
42. Must have a sound understanding of the skills and attributes involved in effective leadership	D
43. Knowledge and understanding of the educational, developmental, and health needs of children and families	E
44. An understanding of relevant legislation concerning children and families Commitment to equal opportunities for all children and families.	E
45. Ability to create and implement basic systems for child records and financial records.	D
46. Exposure to management skills such as staff mentoring and guidance, meeting deadlines, efficiently organised.	D
47. To promote an effective team environment and to promote best practice	E
48. To promote continual personal development and learning amongst employees	D
49. An ability to carry out light physical duties to include lifting babies and children,	D
50. Housekeeping tasks and setting up resources	E
<b>Personal Characteristics:</b>	
51. A personable, professional attitude and manner	E
52. Warm and caring personality – friendly and approachable to families	E
53. Friendly, super-organized, hard-working person	E
54. Ability to manage own time effectively and prioritize workloads.	E
55. Ability to think critically and make decisions.	E
56. Able to work independently and to manage own time efficiently.	E



57. Ability to work on own initiative and as part of team.	E
58. Ability to work under pressure and to meet deadlines.	E
59. Excellent communication skills, both oral and written.	E
60. Flexibility to cope with the changing needs of the nursery	E
61. Being comfortable with writing reports, letters, appraisals, emails.	E
62. Emotional resilience in working with challenging behaviours.	E
63. Able to demonstrate reliability and initiative	E
64. Accurate with good attention to detail, focused, methodical approach to tasks	E

Attributes	Criteria	Desirability
Acknowledge and Observe Our Values	<ul style="list-style-type: none"> <li>• Be a role model for your colleagues.</li> <li>• Be trustworthy and honest to reflect the values of the nursery.</li> <li>• Reflect on your practice and look for ways to improve.</li> <li>• Be proud of the fact that we are an OFSTED "outstanding" nursery.</li> <li>• Act with integrity and trust.</li> <li>• Have respect for each other.</li> <li>• Everyone matters regardless of gender, race, culture, age, capability, orientation or religion.</li> <li>• Parents and carers are our partners in the outcomes for their children.</li> <li>• Be safety conscious at all times.</li> <li>• Don't procrastinate, deal with important issues straight away.</li> <li>• Consult colleagues and management.</li> <li>• Have a positive attitude towards others and your work.</li> <li>• Keep your sense of humour even when times are difficult.</li> <li>• Think about what you are saying and the consequences to others.</li> <li>• Treat others how you would like to be treated yourself.</li> <li>• Be sensitive about what you say in front of the children.</li> <li>• Always remember you are part of a team.</li> <li>• Make time to acknowledge and greet colleagues.</li> <li>• Be considerate to other staff.</li> <li>• Be imaginative and proactive in the garden.</li> </ul>	