**Job title** - Nursery Manager

**Purpose of post**

* Ensuring a high standard of physical, emotional, social and intellectual education and care for all children in the 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.

**Key areas**

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

**Responsible to**

* Proprietor

**Main duties**

* To promote the aims and objectives of the nursery
* To promote the high standards of the nursery at all times to parents, staff and visitors
* To ensure the provision of high standards of physical and emotional care
* To lead a team of professional workers and to ensure good practice at all times
* To plan and organise staffing schedules to ensure adequate staffing levels are maintained in accordance with Ofsted
* To be aware of and act in accordance with current legislation, good practice, nursery policies and procedures
* To adhere to, and support all team members to understand and follow, the legal requirements of the Early Years Foundation Stage
* To follow and support staff to understand and implement the Early Years Foundation Stage
* To follow all relevant Acts including the Equality Act 2010 and the Data Protection Act 1998 that relate to staff employment and record keeping
* To be responsible for all nursery staff, cooks, cleaners, students and voluntary workers. Supervising and supporting all members of the nursery team in their day-to-day duties including recruitment and induction, appraisals and reviews, training and development, individual supervisions and discipline
* Supporting all team members to work in partnership with parents/carers and other family members
* Overseeing the efficient upkeep of the building and grounds and maintenance, stock of equipment, furnishings and fittings
* Being responsible for all administrative duties associated with the management of the facility, e.g. maintaining records on the children and their families, ordering equipment, maintaining an inventory, keeping personnel records
* Co-ordinating and chairing staff meetings as appropriate including agendas and minutes
* Establishing and maintaining effective communications links with other agencies
* Marketing and advertising the nursery as necessary to ensure the nursery runs to its full capacity
* To instigate 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 maintained at all times
* 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 possible special needs
* To report back to the Proprietor as required with information relating to finance, quality of the provision and anything else deemed necessary
* To undertake such other duties and responsibilities of an equivalent nature as may be determined from time-to-time by the Proprietor

This job description works alongside those of all other personnel. The nursery manager’s responsibility is to ensure that the staff team are working to their full potential and implement support programmes and training if individuals need this to reach their full potential.