



Our Ref: HLC126

JOB DESCRIPTION

Job Title:	Nursery Manager
Work Base:	Big Bear Nursery
Reports to:	Nursery Manager
Hours of Work:	Term Time Only - 37.5hrs
Salary:	Competitive Salary

This role is a critical management role within the Healthy Living Centre in Walton Court Aylesbury. As Nursery Manager, the incumbent would be expected to provide the overall management and strategic direction of the early years and child services programmes. We work with families and expect the Nursery Manager to enhance relationships between the Nursery, parents and where necessary Social Services and additional support.

We have 50 children on our role with 29 attending in any one day and a dedicated team of 11 practitioners and one administrator. The Nursery offers term time provision between the hours of 8.30 and 17.15.

One of the major aspects of this role would be to continue improving our Ofsted rating and ensure a quality service for our children.

Experience: Deputy or Manager of a Nursery. Proven track record of involvement in supporting in Ofsted inspections. Good knowledge of the EYFS is essential. Full up to date knowledge of current childcare practice.

Qualifications: Minimum of Level 3 qualification in Early Years Childcare or equivalent. At least two years' experience of working in an Early Years setting with children aged 1 - 5 years. Have excellent written and verbal English.

Job Description:

- Relevant skills for working with children aged 1 - 5 years.
- A good understanding of children's development, together with the EYFS Curriculum
- Experience of leading and supporting a team
- To plan, prepare and review the curriculum with your team reflective of the EYFS
- To work alongside staff to model outstanding childcare
- Organisational skills with the ability to work to targets and deadlines
- To achieve budget and occupancy for the nursery
- Good understanding of marketing and supporting the occupancy within the Nursery
- To be motivated and able to motivate children and staff
- An ability to work on own initiative.

- An ability to communicate effectively with parents and build a relationship of trust with them
- A willingness to attend staff meetings, training courses and nursery parent's evenings as appropriate.
- To be the lead on first aid matters training staff on up to date legislation.
- To keep records of your key children's development and learning journeys and share with parents, carers.
- To write and deliver termly parent consultations in or out of Nursery hours as required by arrangement.
- To liaise with partner organisations as required.
- To undertake courses to enhance continued professional development (including up to date safeguarding)
- Liaise with staff, volunteers, users and providers in a professional manner, contributing to the efficient running of The Healthy Living Centre CIC.
- To ensure the provision has a high quality environment to meet the needs of individual children having an awareness of any disabilities, family cultures and medical histories
- To be involved in out of working hours activities, e.g. training, monthly staff meetings, summer fayre etc.

Person Specification

<p>Factor</p> <p>Qualifications</p> <p>Minimum Level 3 in Early Years/Children & Young Peoples Workforce, or similar equivalent qualification with evidence of continuous professional development.</p> <p>Willingness to undertake First Aid and Food Hygiene certificates if not already attained.</p>	<p>Essential</p> <p>Essential</p>
<p>Experience</p> <p>Experience of working in partnership with a variety of children's services /family support organisations.</p> <p>Minimum of 2 years nursery management or Deputy Management experience, working with children aged 1 to 5 years.</p> <p>Experience of working with disadvantaged families.</p>	<p>Desirable</p> <p>Essential</p> <p>Desirable</p>

Experience of implementation of the EYFS.	Essential
Experience of working in partnership with parents.	Essential
Supervisory experience.	Essential
Experience of writing detailed long and short observations.	Essential
Experience of managing accurate registers.	Desirable
Knowledge	
Sound knowledge of the Early Years framework up to and including the foundation stage.	Essential
Sound knowledge of Ofsted's requirements of settings.	Essential
Sound knowledge of the characteristics of effective learning.	Essential
Understanding the needs of children and families, including social and emotional needs.	Essential
Knowledge of child development 1-5 years.	Essential
Good understanding of safeguarding children procedures.	Desirable
Good understanding of health & safety including hygiene practices.	Desirable
Skills and Abilities	
Ability to manage and prioritise own workload.	Desirable
Ability to devise individualised planning for all key children.	Essential
Interpersonal skills to build relationships and network with a wide range of individuals	Essential
Ability to act on own initiative appropriately	Essential



SUPPORTING THE COMMUNITY THROUGH
ADVICE, SUPPORT & SERVICES

Excellent communication skills	Essential
Good presentation skills	Desirable
Personal Attributes	
Punctual and reliable	Essential
Confident	Desirable
Creativity	Essential
Flexible in approach	Essential
Sound customer care skills including cultural and disability awareness	Desirable
Team Player	Essential

Closing Date: Monday 11th June 2018