

Annex 1- Job Description

Post Title: Nursery Manager

Reports to: Managing Director

Purpose of Job

The Nursery Manager will be expected to provide high quality, flexible childcare for families from the local communities.

The Nursery Manager will oversee the operation of the Childcare Nursery to the highest standards, ensuring that the best possible environment and care are provided for young children.

Main Responsibilities

- To be responsible for and to oversee the day to day management, staffing, organisation and smooth running of the Nursery.
- To develop the ethos of Le Nid Childcare and to create a welcoming and family friendly environment.
- To be a member of the management team and to contribute to the strategic planning, monitoring, evaluation and development of the Nursery.
- To be responsible at all times for high standards of care and education of children between 2 to five years in accordance with statutory requirements.
- To ensure the EYFS is promoted and delivered within the setting and the principles adhered to.
- To ensure effective communication between the Nursery staff and with all partner organisations.
- To order and maintain equipment and resources in the Nursery
- To be accountable and responsible for day to day financial systems directly relating to the Nursery provision.
- To be responsible for admissions in line with the admissions policy agreed by the Managing Director.
- To keep a register and up to date records of all children using the provision and to give regular feedback to parents about their child's development and progress.
- To be responsible for organising training and monitoring students in the provision.

Supervision / Management of People

The post holder will be responsible for management, supervision and appraisal of the following staff

- Deputy Manager
- Supervisors
- Nursery Assistants
- Level 2/3 Workers
- Unqualified / Level 1/2 Workers

The Nursery Manager will assist the Managing Director to identify staff training needs and facilitate training opportunities.

From time to time there may be a requirement to manage the work of staff who are appointed for supply work or to provide supervision for students on placement.

Creativity and Innovation

- The Nursery Manager will have a key role in planning and monitoring of the nursery and implementing essential policies and procedures. This will require creative thought together with an informed understanding of statutory requirements and best practice for childcare.
- The Nursery Manager must work to Nursery policies about Keeping Children Safe, Equal Opportunities, Data Protection and Confidentiality.
- The Nursery Manager will need to understand and implement Le Nid Childcare policies and procedures (for example for Health and Safety) in relation to staff, buildings and resources.

Contacts and Relationships

Working relationships will include the following:

Internal

- Managing Director
- All staff employed for the provision
- Children

External

- Ofsted
- Parents and families
- Staff from a wide range of other agencies and settings including the Social Services, Primary Care Trust, NHS Trust, Surestart and a range of voluntary /private sector organisations and providers.

The Nursery Manager will be expected to build good working relationships at every level. Working in partnership with parents and families is highly valued and the Nursery Manager must be approachable, friendly and able to communicate effectively at all times.

At all times the Nursery Manager will be expected to respect the confidentiality of sensitive family information (subject to child protection policies and procedures).

Decisions

Discretion

- The Nursery Manager will work closely with the Managing Director and other members of the management team. Information and guidance will be readily available, however, the Nursery Manager will be expected to work autonomously in relation to the day to day management of Nursery. The role requires the confidence to make day to day decisions thoughtfully and with a high degree of sensitivity to the needs of children and families.
- The Nursery Manager will be expected to make recommendations and proposals about service developments and changes, but not to make decisions about substantive changes to the Nursery.

Consequences

- Decisions made by the Nursery Manager will directly impact on the day to day quality, availability and flexibility of provision for children and families.
- The Nursery Manager will exercise discretion about which families may receive a service (in line with the Admissions Policy), and will be expected to interpret policies and procedures thoughtfully, consistently and tactfully.

Resources

- The Nursery Manager will have day to day responsibility for the planning of Childcare in the Nursery and for the use of other resources. Also for ensuring that the childcare provision is clean, safe and welcoming for families and staff.
- The Nursery will be an authorised signatory for orders and staff timesheets to an agreed level of delegation.
- The Nursery Manager will be a key holder for the Nursery.

Work Environment

a) Work Demands

The Nursery Manager will need to demonstrate effective time and resource management to meet the planned needs of children and families and any anticipated demands that might be reasonably foreseen. The Nursery Manager will need to be attentive to a planned timetable whilst retaining the flexibility to be accessible and available to parents and staff. The Nursery Manager will need to make judgements about the delegation of tasks and responsibilities to the Deputy Manager and other staff in the Nursery.

b) Physical Demands

The work requires normal physical effort. It may occasionally involve lifting and handling of training equipment, play equipment and other resources and to be involved in practical activities and physical care of young children.

c) Working Conditions

The Nursery Manager is mainly office/nursery based, but will be expected to attend meetings & training in other places.

Knowledge and Skills

- Knowledge, understanding and practical experience of childcare for young children
- Knowledge and practical understanding of child development and parenting
- Knowledge and understanding of legislation and regulations relating to Childcare for young children and the inspections process for approval of Childcare settings
- Knowledge and ability to create and implement policies and procedures consistent with legislation, regulations and local requirements
- Able to work independently and to manage own time efficiently
- Experience of managing, supervision and appraisal of staff
- Ability to develop an effective team
- Warm and caring personality – friendly and approachable to families
- Ability to create and implement basic systems for child records and financial records
- Ability to communicate effectively with staff at all levels
- Commitment to the principle that families ‘know best’ about their own needs
- Commitment to equal opportunities for all children and families

JOB SPECIFICATION

Post Title: Nursery Manager

	Essential	How measured during recruitment and selection process	Desirable	How measured
Experience	3 Years post qualifying experience of which at least 2 have involved managing and supervising staff	A/I	Experience of working in more than one childcare setting Experience of delivering training Experience of supervising students Experience of managing buildings and other resources Experience of working with volunteers and/or parents as 'partners' in community development	A/I
Education / Training	Level 3 Early Years qualification (which must include 'baby' module and competence to be a manager included in adult-child ratios) NVQ NNEB Or acceptance equivalent qualifications	A and Certificates	Other training relevant to working in Childcare Settings Level 4 Early Years qualification	A/I
Qualifications				
Special Knowledge	Knowledge of Foundation Stage curriculum Knowledge, understanding and practical experience of childcare for young children Knowledge, understanding and practical experience of child development and parenting Knowledge of relevant legislation and the ability	A/I	Up to date awareness of current thinking about the needs and care of young children	A/I/P

to develop
policies/procedures
consistent with legislation,
best practise and the
inspection process for
childcare settings
Awareness of purposeful
planning for children in
childcare settings

Skills	<p>Ability to communicate confidently with a wide range of people Able to work independently and to manage own time efficiently Ability to supervise Ability to create and maintain basic systems for childcare records and finance records</p>	A/I	<p>Ability to use computer for basic childcare records and finance records</p>	A/I/P
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Personal Qualities	<p>Commitment to equal opportunities for all children and families Warm and caring personality – friendly and approachable for families Commitment to partnership with families Enthusiastic, innovative, energetic and able to motivate others Flexible, practical and willing to ‘get your hands dirty’ Motivated to develop and maintain high quality provision and practice</p>	A/I and R
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Special Requirements	<p>Able to accommodate the flexible working hours that may be required</p>	1
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A = Application Form R = Reference
I = Interview Process P= Presentation



Annex 1- Job Description

Post Title: Deputy Nursery Manager

Main Responsibilities

- To deputise for the Nursery Manager
- To ensure a high standard of physical, emotional, social and intellectual care and development for children placed in the Childcare Nursery.
- To be responsible for any tasks delegated by the Manager.
- To give support to other personnel within the Childcare Nursery.

Main Duties

- Overall management responsibility for the Childcare Nursery in the absence of the Manager.
- Assist the Manager in providing effective day to day management of the Nursery.
- Assist the Manager in setting and implementing objectives for policy for the Nursery within the framework of the EYFS.
- Assist the Manager in planning the training strategy for students
- To be responsible for the supervision of students, identifying their learning needs and advise key-staff of these.
- In conjunction with the Manager, to formulate, operate and evaluate a yearly programme of activities, following the guidelines of the National Curriculum, that is suitable to the age range of children.
- To assist the Manager in promoting Equal Opportunities throughout the Childcare Nursery.
- To work alongside the parents/carers of special needs children to achieve full integration within the Nursery.
- Identify the physical, emotional, intellectual and developmental needs of children with special needs and offer support and relevant developmental opportunities.
- Liase with and support parents/carers and other family members.
- Liase with the Local authority and other professionals associated with the Nursery.
- Attend monthly staff meetings and training sessions outside working hours.
- Undertake certain domestic duties within the Nursery, i.e, preparation of snacks, cleansing of equipment.
- Work alongside the Manager and staff team to ensure that the philosophy behind the Nursery is fulfilled.
- Undertake other duties as may be requested from time to time by the Manager.

Qualities and Experience Required

We are looking for a person who holds an NVQ level 3 or equivalent qualification with experience of working within a Childcare Nursery setting. Some managerial experience would be desirable.

Applications are welcomed irrespective of sex, race, creed, disability or age.

PERSON SPECIFICATION for Deputy Manager

Experience

- 3 years post qualifying experience in a Childcare Setting
- Experience in a Senior Position
- Experience of working with children aged 2 - 5 years

Education / Training Qualifications

- Level 3 Early Years Education and Childcare qualification
- NVQ
- NNEB
- Other acceptable qualifications (as stated in the QCA guidelines)
- A recent First Aid qualification
- Basic Food and Hygiene Certificate

Specialist Knowledge

- Knowledge of The Children Act
- Knowledge of the Foundation Stage
- Knowledge of Birth to Three Matters
- Knowledge of OFSTED Standards
- The ability to demonstrate an up to date knowledge of current thinking and development in early years
- Awareness of planning/record keeping and Key Worker systems
- Awareness of Health and Safety and Risk Assessments

Skills and Abilities

- An in depth understanding of Equal Opportunities
- Ability to communicate confidently with a wide range of people
- Good organisational skills
- Ability to prioritise work and delegate appropriately
- To be able to feedback information in the form of written reports
- To support the Nursery Manager and Staff Team
- To be able to manage the nursery in the absence of the Nursery Manager
- To be able to promote the nursery in a positive and professional manner
- An understanding of children's needs and behaviour
- The ability to set appropriate limits for children



Annex 1- Job Description

Post Title: Nursery Nurse

The Nursery Nurse will be working as Key Worker for the daily needs of children between the ages of birth and five years within the Nursery setting

Purpose of Post

- To ensure a high standard of physical, emotional, social and intellectual care for children placed in the Childcare Nursery
- To give support to other personnel within the Childcare Nursery
- To implement the daily routine in the base room.

Key Areas

- Work with children
- Team work
- Liaise with Parents, Staff and other Professionals

Responsible to:

Nursery Manager/ Deputy Manager

Duties and Responsibilities

- Formulate and operate a programme of activities suitable to the age range of children attending the Nursery in conjunction with the Manager.
- Prepare the children's records in your group and institute reviews for parents, in conjunction with the Manager.
- Work alongside parents of special needs children and give physical, emotional, intellectual guidance as appropriate.
- Foresee the needs of special needs children and give physical, emotional, intellectual guidance as appropriate and liaise with the settings SENCO.
- Support all staff and engage in a good staff team.
- Liaise with and support parents and other family members.
- Attend staff meetings outside working hours
- Undertake certain domestic jobs within the Nursery, for example, preparation of snack meals, cleansing of equipment.
- To attend out of working hours activities, e.g. training, staff meetings, parent's evenings, summer fayre and Christmas activities.
- To be flexible within working practises within the setting be prepared to work where needed and undertaking certain domestic tasks, e.g snacks
- Recording accidents/incidents in the books provided
- Ensure child is collected by someone known to the setting
- To respect the confidentiality of information received
- To develop your role within the team
- Participate in the training programme of a wide variety of students (i.e, placements and volunteers) by giving guidance and support.

- Work alongside the Manager and staff team to ensure that the philosophy behind the project is fulfilled.

Qualities and Experience Required

We are looking for a person with NNEB or equivalent qualification, with experience in working within the setting of a Childcare Nursery. You will need to be flexible in regard to hours of work and motivated.

Willingness to undertake additional training is necessary.

**Applications are welcomed irrespective of sex, race, creed, disability or age.
WE ARE AN EQUAL OPPORTUNITIES EMPLOYER.**

PERSON SPECIFICATION for Nursery Nurse

Experience

- 2 Years post qualifying experience in a day Care Setting
- Experience of working with children aged 2-5 years
- Knowledge of Record Keeping and Key Worker Systems

Education/Training Qualifications

- Level 3 Early Years Education and Childcare qualification
- NVQ
- NNEB
- Other acceptable qualifications as stated by the Childcare Workforce Development Council (www.cwdcouncil.org.uk)
- Basic Food Hygiene Certificate (Desirable)
- Paediatric First Aid (Desirable)

Specialist Knowledge

- Knowledge Of The Children's Act
- Knowledge Of every Child Matters
- Knowledge Of Foundation stage and Birth to Three Matters
- Knowledge Of OFSTED Standards
- Knowledge Of Health and Safety, Risk Assessments

Skills and Abilities

- Be able to work as part of a professional Childcare team
- Have an understanding of equal Opportunities
- Ability to communicate confidently with a wide range of people
- Good organisational skills
- To be able to feed back information in the form of written reports
- Demonstrate creative ability
- To be able to understand and meet the needs of individual children and families
- Encourage children to respect others
- Have a professional approach
- A clear understanding of the importance of confidentiality
- Understand the need to provide a stimulating, caring and consistent environment for young children
- An understanding of children's needs and behaviour
- The ability to set appropriate limits for children

- To help children respect people of different race, ability, gender, religion and culture
- Willing to develop imaginative ideas
- To be flexible with regard to working hours
- To be motivated and able to motivate children and staff
- To engender trust in the children and colleagues
- The ability to form caring and trusting relationships with the children and their families
- The ability to behave consistently in a caring and relaxed manner with the children



Annex 1- Job Description

Post Title: Nursery Assistant

The Nursery Assistant will be working as part of a Key Worker team for the daily needs of children between the ages of two to five years.

Main Responsibilities

- To contribute a high standard of physical, emotional, social and intellectual care for children placed in the Nursery.
- To give support to other personnel within the Nursery.
- To implement the daily routine in the base room.

Main Duties

- To contribute to a programme of activities suitable to the age range of children in your area, in conjunction with other staff.

Support all staff and engage in a good staff team.

Liaise with and support parents and other family members.

To attend out of working hours activities, e.g. training, monthly staff meetings, parent's evenings, summer fairs, Christmas party, etc.

To be flexible within working practices of Nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the Nursery, e.g. preparation of snack meals, cleansing of equipment, etc.

Work alongside the manager and staff team to ensure that the philosophy behind the project is fulfilled.

Recording accidents in the accident book.

Look upon the Nursery as a "whole", where can your help be most utilised, be constantly aware of the needs of children.

Ensure child is collected by someone known to Nursery.

Preparation and completion of activities to suite the child's stage of development.

To ensure mealtimes are a time of pleasant social sharing.

Washing and changing children as required.

Providing comfort and warmth to a poorly child.

To ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.

To be aware of the high profile of the Nursery and to uphold it's standards at all times.

Qualities and Experience Required

We are looking for a person who is experienced in working with children under five years of age. Qualifications such as the following are desirable although not essential: NVQ Level 2/3

B Tec Nursery Nursing

NNEB

PLA Diploma in pre-school practice

Willingness to undertake additional training is necessary.

Applications are welcomed irrespective of sex, race, creed, disability or age.

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER.

PERSON SPECIFICATION for Nursery Assistant

Experience (desirable but not essential)

- Experience of working with children aged 2-5 years
- Education/Training Qualifications (desirable but not essential)
 - Level 2 Early Years Education and Childcare qualification
 - NVQ
 - Other acceptable qualifications (as stated by The Childcare Workforce development Council www.cwdcouncil.org.uk)
 - First Aid Qualification
 - Basic Food and Hygiene Certificate

Skills and Abilities

You will have a professional and mature approach to work.

You will need to be flexible in relation to your working hours

Reliable and conscientious in your care of the children

You will need to be an effective team member.

You will have an understanding of the need to provide a stimulating, caring and consistent environment for children.

Be prepared to undertake additional training, i.e. Child Protection, Equal Opportunities.

You will need to be aware of the importance of working within set policies and guidelines.

Be able to work as part of a professional Childcare team.

Have a clear understanding of the importance of confidentiality

Have an understanding of children's needs and behaviour

The ability to set appropriate limits for children

To be able to help children respect people of different race, ability, gender, religion and culture.

To be motivated and to motivate the children and staff.

The ability to develop imaginative ideas

To engender trust in the children and colleagues

The ability to form caring and trusting relationships with the children and their families

The ability to behave consistently in a caring and relaxed manner with the children

Encourage children to respect others

To be able to understand and meet the needs of individual children and their families