

Nursery Manager

What is the purpose of the job?

To provide professional leadership and management of the nursery. To deliver the highest standards of care and education within a clearly defined revenue and cost base.

What do you have to achieve?

- High standards of care and education.
- Compliance with regulatory requirements.
- Staff who feel supported in their roles.
- Targets for revenue and costs.

Key Tasks

- Ensure that practice and provision in the nursery meets the requirements of Ofsted's National Standards for Full Day Care.
- Ensure that standards within the nursery meet the requirements of company policies, procedures and operating practice.
- Create an environment that supports the childcare needs of individuals.
- Establish effective methods of communication with staff, parents and carers.
- Ensure that equality of access and opportunity is given to all staff, parents, carers and children.
- Establish and maintain systems to monitor, evaluate and improve the quality of childcare practice and provision.
- Support pre-school staff in delivering the Foundation Stage, ensuring that provision in the nursery meets the requirements of the local EYDCP in relation to nursery education grant funding for three and four-year-olds.
- Undertake any quality assurance scheme identified as appropriate by The Childcare Corporation.
- Ensure that Health and Safety standards are maintained.
- Develop open and positive working relationships with staff.
- Agree and review individual targets and objectives with staff.
- Involve staff in decision making.
- Provide regular feedback on performance to staff.
- Provide appropriate training and development opportunities for staff.
- Agree and deliver occupancy targets with line manager.
- Control costs in line with agreed budgets.
- Understand and utilise management systems and information to maximise commercial benefits.
- Proactively represent the company and advance its interests in the local community.
- Manage nursery income streams to avoid bad debt.
- Provide accurate and timely management information as required.