



GRACE DIEU MANOR SCHOOL
GRACE DIEU
Day Nursery

NURSERY MANAGER

JOB DESCRIPTION

Job Purpose:

To deliver excellence at the Grace Dieu Manor Nursery whilst ensuring that the business remains competitive and financially viable. To regularly evaluate the setting and ensure outstanding standards of care, teaching and effective safeguarding of the children. To line manage all employees of the Nursery and provide end users of the business with advice and support. To assist in the growth of the Nursery overall.

Key Relationships:

Headmaster
Head of Pre-Prep
Governors
Deputy Manager & Team
Accountant
Ofsted

Key Tasks:

- Develop and maintain a nursery environment that meets, and exceeds, the dictates of the Statutory Framework
- Endeavour to ensure an 'outstanding' grade from Ofsted
- Identify areas for improvement within the setting following guidance, instruction, review or consultation from the Headmaster, Prep-Prep Manager, staff team, parents/guardians, external agencies and yourself and implement changes where appropriate. Record this within the Nursery self-evaluation.
- Devise innovative methods to record necessary data that is both simple but effective and in line with the values of the Nursery.
- Monitor and revise Nursery policies and procedures and risk assessments in line with current best practice and experience.
- Use a variety of tools and incentives to maximise the uptake of places and increase revenue. Obtain the details of potential clients and put systems in place to follow up viewings/enquiries.

- Spend a significant proportion of each week in the Nursery rooms to observe and train staff and to ensure that every department is maintaining high standards of care and teaching
- If required, include yourself in ratios, including lunch cover, to reduce staffing costs
- Devise an inspection document and conduct impromptu monthly inspections of the Nursery
- Ensure the Nursery is aesthetically pleasing and hygiene standards are high at all times

Staff Management

- Conduct yearly performance reviews for all staff employed by Grace Dieu Day Nursery, responding to poor performance, with appropriate disciplinary measures, in line with legal requirements as necessary.
- Ensure that all staff have a Contract of Employment, Job Description, and are made aware of the location of the Staff Handbook, including policies and procedures on commencement of employment.
- Carry out thorough inductions for all employees at the onset of their employment.
- Ensure that Grace Dieu Manor School records, and holds the necessary paperwork for, each staff member, including DBS clearance, references etc.
- Staff the Nursery in line with regulations, paying particular attention to efficiency versus costs.
- Recruit suitable staff in line with our equal opportunities policy and legal guidelines.
- Ensure that the working environment is safe for all users, including employees, and educate staff on safe working practices for both themselves and their colleagues. Involve the staff team, parents and children in risk assessments.
- Facilitate training, both in-house and externally, for all employees to ensure performance excellence.
- Conduct ongoing training of the Deputy Manager and senior practitioners to ensure that the business is secure in your absence.
- Develop and maintain a professional relationship with parents/carers as per our ethos and Mission Statement and other key documents, e.g., Equal Opportunities Policy. Where necessary, ensure that parents with specific needs, such as additional language requirements, are assisted appropriately.
- Maintain consistency of care by adhering to the policies and procedures of the Nursery to ensure that parents understand the setting's internal regulations.
- Obtain complete entry records: birth certificates, photographs, Registration, Medical and Acceptance forms and payments from all parents prior to their child(ren) commencing at the Nursery and ensure that these remain current.
- Handle parent complaints in line with School policy.
- Ensure that parents permit the use of photographs (or not) on public sites and publications and ask them to sign a form to this effect.
- Organise a parent forum that encourages partnership with parents and facilitates communication between the Nursery and all users of the setting.

Communication at Grace Dieu:

- Contribute to the School newsletter (bi-weekly) informing all parents and staff about upcoming events, general news, requests, room moves etc.

- Provide a yearly Nursery evaluation questionnaire for parents and staff to complete to ascertain areas of improvement and excellence.
- Search for methods to improve 'Partnership with Parents' and utilise our School website and social media to enhance this.
- Establish methods of communication with parents regarding their child's daily care that is effective, but does not overly detract from the time staff spend with the children.
- Chair staff meetings for the whole team or individual departments on a regular basis.
- Regularly liaise with the Headmaster, Head of Pre-Prep, and Governors about the Nursery and supply potential solutions to any perceived issues. Make contact with the Headmaster or Head of Pre-Prep on a regular basis, to feedback.
- Ensure an environment where employees are able to raise issues or make positive suggestions.

Financial:

- Work alongside the Accountant to provide Governors with monthly management accounts and a report outlining vacancies, forecasts, plans, events and so on. Also ensure that records for staff holidays, sickness and shifts are kept as required by the Finance and Administration Manager.
- Ensure that petty cash is managed as required.
- Provide receipts for all expenditure using Purchase Order systems in place at the School
- Each year, research fees at local nurseries to devise fee increases and agree these with the Headmaster and Governors.
- Manage budgetary responsibilities.
- Seek guidance/approval from the Headmaster concerning any significant financial expenditure.

Personal Specification:

Qualifications: NNEB Appropriate NVQ Level 3 or above
Management Qualification desirable
EYPS/EYTS desirable

Previous Experience: At least 5 years post qualification management experience is necessary within a nursery or similar childcare setting

Other: Enhanced DBS clearance
Satisfactory references

Personal Characteristics:

- Intellectually astute, with an analytical approach to problem solving
- A self-motivator, able to operate effectively in a busy environment
- An ability to nurture positive relationships with parents, children and colleagues
- Of sufficient caliber to add value to the business as a whole
- An enthusiastic, open and friendly personality. Plenty of energy and a keen sense of humour

- A strong communicator, able to see goals clearly and not be deflected from achieving results
- A keen listener
- Innovative and creative, with the capacity to challenge conventional attitudes and thinking
- A team player whilst maintaining independence
- Straightforward, mature, non-political and supportive with manifest integrity.

All staff share the responsibility for safeguarding and promoting the welfare of children and must adhere to, and comply with, the School's Child Protection Policy.

This Job Description does not constitute a complete description of duties. The appointed employee shall carry out the professional duties of Nursery Manager, including those duties particularly assigned by the Headmaster, or Head of Pre-Prep, as set out above but not restricted to them. The post-holder may be required to undertake other duties as reasonably be required by the Headmaster.