



Job Description

JOB TITLE:	Nursery Manager
RESPONSIBLE TO:	Services Director
RESPONSIBLE FOR:	Nursery Team, including students and volunteers
HOURS:	35 hrs per week
PAY:	SO1 Point 29 £30,012
LOCATION:	Paradise Park Children's Centre

Islington Play Association has a fantastic opportunity for an enthusiastic, energetic and experienced Nursery Manager to join our team at Paradise Park children's Centre.

This is an excellent opportunity for the right candidate to lead a happy nursery in Islington, where we focus on encouraging children to be children, learning through fun and engaging play. We educate and care for children aged from 0 to 5, following the core Early Years Foundation Stage (EYFS) curriculum, incorporating learning in an indoor/outdoor environment where free play, fresh air, exposure to the natural world and physical activity are an integral part of learning. You will be working with a dedicated team in a caring, family-friendly, characterful and stimulating environment which is inviting to children, parents and staff.

Job Purpose: The Nursery Manager works closely with the IPA team whilst also being expected to take responsibility for every day management responsibilities of running the setting, to make decisions considering the reputation and financial aspects of the business whilst also balancing a high degree of sensitivity to the needs of children and families. We envisage an expansion of our nursery in the next period and you will be integral in creating the new working models.

Skills/Qualifications: • At least a full and relevant level 3 child related qualification • Paediatric level 3 in first aid or willingness to undertake it • Minimum of 2 years post qualifying experience • 1 years' management experience in a similar role •

A real love for the outdoors. A solid understanding of safeguarding. an excellent knowledge of OFSTED requirements. Ability to effectively deliver the EYFS ensuring that the individual needs and interest of children in the setting are met • Enthusiasm to up-skill and improve your own learning and that of others • Belief in a strong parent partnership in order to provide cohesive learning to our children • Ability to support practitioners to record and track their key children's development and learning journeys, and share with parents, carers and other key adults in the child's life • Ability to be highly organised with great time management skills • Ability to ensure the provision of a high-quality environment responding to the needs of individual children including those with disabilities, family cultures and medical histories

PRIMARY JOB FUNCTIONS

- To develop, monitor and manage the nursery and oversee the day to day running of the premises, including health and other services and ensure high quality, integrated early years services for all children and families and high standards of learning and achievement.
- Ensure that policies and procedures, including OFSTED guidance, are adhered to and that ratios are in line with policy and are financially astute.
- To be responsible for admissions in line with the admissions procedure and to manage any expansion of numbers maximising occupancy.
- To oversee the efficacy of the SENCO role for the nursery children.
- Working with appropriate partners e.g Link Advisory Teacher, to be responsible for leading on the Early Years Foundation Stage curriculum, ensuring a high quality, play-based learning environment that provides challenging child-led and adult-initiated opportunities, both indoor and outdoor, that is developmentally appropriate.
- To keep up to date with current developments and research and to lead on dissemination of good practice to colleagues.
- To support the networking of local provision and ensure the sharing of good practice and strong links.
- To be the main point of contact for families contacting the nursery.
- To fulfil the role of designated person for the nursery in respect to child protection and safeguarding the children in the nursery.
- To provide a strong role model for nursery staff, demonstrating good practice, effective team-working, establishing positive relationships with children and parents, innovation through teaching practice and an agent for learning through play.

DUTIES AND RESPONSIBILITIES

1. Leadership

- To lead on the development of a child-centred, play-based provision & curriculum, appropriate to the developmental needs of young children from birth to five. This will be based on the observation and assessment of individual children's needs and interests and a sound knowledge and understanding of the relevant curriculum guidance.
- To lead the expansion of the nursery and ensure staff are onboard with the changes.
- To lead on organising and supervising the holiday playscheme provision, including ensuring places are full through effective marketing.

- To model good practice and engage in self-reflection in relation to work with children, staff and parent/carers in the centre.
- In partnership with the nursery team, to further develop and implement systems for effective planning, observation and assessment, record keeping and monitoring in the nursery that supports the development of individual children.
- To contribute to the senior management team, including attending meetings and making such reports as appropriate.
- To lead on, draft, consult upon, implement and review specific elements of the nursery development.
- To host a wide range of visitors to the nursery and explicitly articulate the Centre's pedagogy, vision and philosophy.
- To contribute to borough-wide networks when required.

2. Implementation

- To ensure that the nursery meets criteria for OFSTED inspection and at least a 'good' rating.
- To ensure that the centre's work is publicised appropriately, accurately and accessibly within the local community and wherever else may be appropriate to promote good practice.
- To be responsible for the supervision of student practitioners, apprentices and volunteers in the nursery and ensure they adhere to the ethos and practice of the centre.
- To take appropriate responsibility for maintaining and promoting the ethos of the nursery within that of Islington Play Association.
- To take appropriate responsibility for maintaining the whole centre's environment and premises issues.
- To uphold the principles of inclusion and equal opportunities in all aspects of the role.

3. Monitoring and Evaluation

- To lead on the establishment and maintenance of a robust monitoring and evaluation framework.
- To deal with all administrative tasks to ensure the smooth running of the nursery including the collection of statistics for monitoring purposes and confidential up to date record keeping

4. Management

- To line manage the nursery staff.
- To co-ordinate the quality and curriculum outputs of the centre.
- To take responsibility for day to day staffing levels, including the deployment of staff and organisation of cover where appropriate.

- To manage the intake of new cohorts of children and ensure that all relevant forms are completed and signed.
- To work to ensure clear lines of communication between directly-employed staff, those employed through external agencies, full, part-time and sessional staff.
- To identify appropriate training and development programmes for all nursery staff including planning the INSET days.
- To establish, maintain and develop professional partnerships within the setting.

5. Building and Facilities Management

- To take day to day responsibility for the premises including overseeing contractors and assessing repairs and maintenance as necessary.
- To take day-to-day responsibility for health and safety of staff and visitors in the nursery developing, maintaining and reviewing the nursery's health and safety policy and practice. Ensuring staff practice and service delivery fully takes into account health and safety considerations.
- To ensure daily risk assessments are carried out and recommendations implemented both inside and outside.
- To coordinate the checking of existing and newly purchased equipment within the agreed budgets.

6. Finance

- To take a lead on assessing occupancy of the nursery in order to maximise funding available.
- To work with finance and admin staff to collect fees, including keeping accurate records and maintaining all relevant paperwork.
- To lead on the communication in respect of fees, including arrears, with parents.
- To lead on any aspect of the budget relevant to the nursery and work with the administrator to ensure that proper finance systems are in place and functioning.

7. Information

- To lead on the marketing of places in the nursery including ensuring that the places are filled in line with the SLA.
- To oversee data management, filing and administration practice in the nursery in line with IPA protocols and policy on confidentiality, child protection and data protection.
- To be responsible for implementing the information sharing and assessment procedures in the nursery, in line with Islington's systems, ensuring effective and consistent record-keeping on children and families by all professionals.

- To co-ordinate the production of children's information transferring to schools and organise transition visits to school

8. General

- To have knowledge and understanding of and uphold Child Protection and Safeguarding policies and procedures ensuring that children are safeguarded and appropriately supervised at all times within agreed guidelines.
- To comply with the competencies and standards as relevant to the post.
- To take responsibility for continuing self- development and participate in training and development activities.
- To ensure compliance with appropriate legislation, policies, GDPR, Financial Regulations and other requirements of the IPA and the SLA with Islington Council.
- To ensure compliance with the IPA's Equalities and Diversity Policies.
- To ensure compliance with Health and Safety legislation, and IPA Health and Safety Policies.
- To cover the duties of other staff as and when required.
- To attend meetings, working groups, etc. as required.
- To undertake other reasonable tasks as directed by your manager(s).

Person Specification

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post.

You should demonstrate clearly on your application form how you meet each of the following essential criteria giving examples of relevant experience, knowledge, skills and abilities.

REQUIREMENTS	
EDUCATION and EXPERIENCE	
1 (E)	Relevant professional qualification, at least level 3. Desirable: degree level, e.g. early years degree, and Early Years Professional Status (or the ability to gain this within 12 months)
2 (E)	At least three years post qualification experience of co-ordinating and developing services for children and families, including management and leadership of staff, budgets and premises
KNOWLEDGE, SKILLS and ABILITY	
3 (E)	Good working knowledge of the EYFS
4 (E)	Ability to communicate both verbally and in writing to professional staff and agencies and to non-professionals, including users of the service
5 (E)	Ability to negotiate and consult effectively at all levels
6 (D)	Ability to develop, maintain and use an effective network of contacts working across statutory and voluntary sector services
7 (E)	Knowledge, understanding and commitment to equal opportunities in the provision of services
8 (E)	Ability to ensure equality of access to play in a diverse nursery environment and to assess the effectiveness of measures taken
9 (E)	Knowledge and understanding of the support needs of parents and families of young children
10 (D)	Knowledge of recent legislation and procedures relating to young children
11 (E)	Knowledge of child protection issues and ability to follow and implement policies and relevant procedures
12 (E)	Understanding of general Health and Safety requirements in relation to the development and maintenance of the Centre
13 (D)	Ability to develop the Centre as a community education resource
14 (E)	Ability to allocate resources and determine priorities
15 (E)	Ability to manage staff within the context of equal opportunities, including the appointment of staff and the implementation of a comprehensive training and development programme
16 (E)	Ability to investigate, solve problems and make decisions
E= Essential D= Desirable	

