

### **Job Description**

Job Title:	Nursery Manager
Salary:	£24,813 per annum (£12.69 per hour)
Hours of work:	37.5 hours per week
Duration of contract:	Permanent - 52 weeks per annum
Reporting to:	Head of Operations: Client Services / Chief Executive Officer

### **Organisational Context:**

YMCA North Tyneside is a Voluntary Sector Organisation undertaking community programme work in areas of North Tyneside.

Over time YMCA North Tyneside has become recognised as a well established services delivery Voluntary Organisation in the area as well as playing an active role both sub-regionally and regionally.

This role contributes to the provision of YMCA child nursery services to the North Shields community.

### **Job Purpose:**

To manage the day-to-day running of our child nursery, based opposite our main site on Church Way, North Shields, NE29 0AB, as part of a 12-strong nursery team.

This is a newly established setting and will prove to be a busy environment. It is based within a dedicated building, providing 65 places to children aged 3months to 5years. Our aim is that the nursery will have a positive relationship with the families that it serves.

The role of the Nursery Manager is to deliver the service at an appropriately high standard, and ultimately to ensure that the nursery delivers a surplus (profit) that can be re-invested into delivering YMCA's charitable objectives.

Specifically:-

1. Motivated by the desire to help children develop, you will lead and be part of a team providing and maintaining high quality education and care for children from birth to 5 years.
2. You will provide a warm and welcoming environment within the Nursery where young children and their families can feel valued and obtain positive help and support.
3. Part of the Nursery management team you will provide leadership within the setting, setting a positive example to childcare practitioners.
4. To manage and further develop the nursery, ensuring all areas of functionality are run effectively

**Reporting to:** Head of Operations: Client Services / Chief Executive Officer.

**Main Responsibilities:**

1. To ensure robust procedures are in place for observation, assessment, monitoring and record keeping of children's learning and development using a variety of methods.
2. To share responsibility for providing full access to an effective programme of activities for children identified as requiring additional support.
3. To provide cover for practitioners, room leaders within the team as necessary.
4. To ensure planning is in place catering for the individual needs of each child
5. Impressive with parent visits
6. To liaise and communicate effectively and positively with parents\carers at all times
7. Skills in converting a parent visit to child registration.
8. To ensure the child registration process is completed for every child beginning the setting and that the information is monitored and updated regularly.
9. Marketing - pro-active in arranging advertising, leaflet drops etc.
10. Invoicing, fee calculation, Back office, material ordering, HR, Finance
11. Achieve and maintain capacity at a minimum of 85% and as close to the 100% capacity as possible (building a waiting list where necessary)
12. To work in partnership with other professionals involved with the children and their families, i.e. health visitors, teachers, Social workers, speech therapists etc.
13. To ensure the EYFS is promoted and delivered within the setting and the principles adhered to.
14. To assist with the supervision and training of students and junior staff.
15. To care for sick children and those suffering minor injury.
16. To be familiar with the health and safety of the setting.
17. To assist with checking equipment for safety and suitability to use and preparing resources as appropriate.
18. Responsible for ensuring the room and the nursery is cleaned at the end of each day.
19. To follow the Association's Child Safeguarding Policy and Procedure in dealing with any child protection issues and concerns that may arise within the nursery setting.
20. To access personal and curriculum development/ training opportunities.
21. To undertake duties in such a way that ensures a positive multi-cultural approval and with full regard for the principles and policies in place at the YMCA and comply with the Equal Opportunities & Diversity Policy and Child Protection Procedures within the organisation.
22. Operate within YMCA policies and procedures, ensuring that the health & safety of colleagues, parents/carers and yourself is maintained at all times.
23. Operate within Nursery policies and procedures.
24. Ensure all work practice is inclusive, expressed through a wholehearted commitment to welcome those of all faiths and none.
25. Undertake any other related duties that are consistent with the job.
26. Be a YMCA North Tyneside advocate and ambassador

**Scope and Limits of Authority:**

The post holder is free to act in the performance of day to day duties.  
Any new development must be discussed with the Head of Operations: Client Services / Chief Executive Officer.

**Relationships:**

- The post holder will liaise with the following on a daily basis:-
- Head of Operations: Client Services
- Nursery Staff
- Schools, local partners, stakeholders, business and other organisations who may refer children

Job Description agreed on: 4th April 2017

Post Holder signature ..... Date .....

**Job Title: Nursery Manager**

Line Manager signature ..... Date .....

**Job Title: Head of Operations: Client Services**

HR signature ..... Date .....

**Job Title: Head of Operations: Programme Support and Strategy**

SECTION B: Person Specification

<b>Nursery Manager</b>	<b>Desirable</b>	<b>Essential</b>
<b>Qualification</b>		
Level six childcare qualification – NNEB, BTEC, NVQ3, or similar		√
Level three management qualification	√	
<b>Experience</b>		
At least 36 months post-qualifying experience in a day-care setting.		√
Evidence of success in a leadership position within a childcare setting for a minimum of 24 months.		√
Experience of working in a culturally diverse area and a commitment to equal opportunities in the workplace which creates a welcoming environment for people of all faiths and of none.		√
<b>Skills</b>		
Detailed knowledge and understanding of Ofsted Standards.		√
Detailed knowledge and clear understanding of the Early Years Foundation Stage.		√
Ability to plan, implement and evaluation age appropriate learning opportunities		√
Clear and demonstrable leadership skills		√
Must be able to work effectively as a team member		√
Excellent customer care skills.		√
Ability to work flexibly to ensure that the nursery operates effectively at all times.		√
Excellent supervisory, communication & interpersonal skills with the staff team		√
Excellent interpersonal skills with senior staff		√
Excellent financial monitoring skills		√
<b>General</b>		
Full clean driving license		√
Current first aid qualification		√
<b>THE POST HOLDER MUST AGREE TO AUTHORISE A FULL DBS CHECK. THEY MUST ALSO MEET THE REQUIREMENTS OF OFSTED.</b>		√

## SECTION C: Terms and Conditions

<b>Salary:</b>	£12.69 per hour
<b>Hours of work:</b>	37.5 hours per week
<b>Paid Leave entitlement:</b>	As per contract of employment
<b>Sick pay provision:</b>	As per contract of employment
<b>Pension entitlement:</b> pension government set	You will be auto enrolled into the YMCA scheme, subject to meeting thresholds.
<b>Period of notice offered and required:</b>	As per contract of employment

### **Conditions of appointment:**

- Subject to satisfactory references, and criminal background check through the Disclosure and Barring Service (DBS).
- A requirement to training / events / courses deemed relevant and appropriate when post requires.
- The first three months of your employment will be regarded as a probation period, during which time an assessment of your performance, conduct and attendance will be made. The completion of your probationary period will, however, be subject to a formal review and you will not have completed your probationary period until that review has taken place and you have been confirmed in post.

### **Miscellaneous:**

Outside paid employment must not take place within, overlap or interfere with YMCA contracted hours

This job description sets out the task requirements required of this post.

Along with the Staff Handbook and the letter of appointment it forms the terms and conditions of employment within the Association.

It is recognised that the Association is involved in a dynamic environment and as such, job descriptions will be required to be periodically reviewed and amended, reflecting any changing of the job. Such reviews will be carried out in conjunction with the staff concerned and one month's notice given of any change in the job description.