



## Manager – Job description

Accountable to: Polka Day Care Ltd Board of Directors

### Purpose of the Role

The role of the Nursery Manager is to ensure the overall day to day smooth running of the nursery and that all children attending Polka Day Care receive the highest quality care, are kept safe and are provided with well-planned, stimulating play experiences which meet their individual needs and support all aspects of the Early Years Foundation Stage (EYFS) curriculum. Ensuring an Outstanding Early Years Foundation Curriculum is delivered to all children within Polka Day Care Ltd, in order for them to reach their full potential and enhance their Learning Outcomes.

In addition, the Manager, will be responsible for the day to day management of all staff, students and volunteers and the care and education of the children attending Polka Day Care Ltd, in accordance with the requirements of the Children's Act 2004, Ofsted, Local Authority, Statutory Employment Rights and Polka Day Care's Policies and Procedures, ensuring the nursery's operational objectives are met.

Activities and tasks specified below are carried out on a daily, weekly or as required basis:

#### Key Leadership Responsibilities:

To lead practice across the Early Years Foundation Stage; to deliver an Outstanding Early Years Curriculum to all children attending Polka Day Care Ltd in order for them to reach their full potential and increase their Learning Outcomes.

#### By:

- Adhering to the requirements of the Statutory Framework for the Early Years Foundation Stage and Ofsted.
- To ensure the overall smooth day to day running of Polka Daycare.
- Showing outstanding levels of leadership in order to raise the quality of teaching throughout all of the child care rooms, consequently improving the learning outcomes for all children attending Polka Day Care Ltd.
- Through termly progress tracking, review the information gathered from monitoring groups of children to identify where practice and provision can be enhanced, and supporting the deputy manager and room managers in enhancing the provision in these identified areas.
- Overall management of staff; leading by example to others in promoting best practice.
- Commit to ongoing personal professional development and attend on and off the job training as appropriate.
- Carry out on the job training and coaching to all staff.
- Support and mentor other practitioners in the skills and behaviours that safeguards and promotes good outcomes for children.
- Monitoring and mentoring new staff during their probation period, acting upon any identified concerns or further training identified.
- Have day-to-day responsibility for managing and supervising all staff and children in the rooms within the setting, including assistants, volunteers and students to ensure high standards are constantly achieved.



- Promote an effective team working environment. Work in conjunction with the Management and Early Years Team to plan a high-quality curriculum that meets relevant legislation and the children's individual needs.
- Maintain appropriate staffing levels at all times, ensuring that compliance with regulations relating to minimum staffing levels is adhered to.
- Where required to support with the day care provision to ensure that the adult to child ratios are covered at all times.
- Ensure that staff are adhering to the staff code of conduct and our values, including dress code, personal health and hygiene, punctuality and absences.
- Ensure staff issues and complaints are dealt with promptly and accurately, liaising with the committee where relevant.
- To ensure that appropriate recognition is given to staff who perform well or carry out their duties over and above what is expected.
- Ensure confidentiality with regard to the staff, parents and children is adhered to at all times
- To conduct the overall management of the setting including liaising with all external agencies and ensure all security and safety systems are always fully operational and used properly by all staff.
- Have a high awareness of the setting's policies and procedures and ensure these are carried through by yourself and all staff during everyday tasks and are reviewed regularly and cascaded to all staff.
- Deal with child protection issues, reporting any concerns and recording factual information accurately, in accordance with Polka Day Care Ltd Safeguarding Policies and Procedures.
- To support the settings SENCO; ensuring the needs of Special Educational Needs (SEN) children are met and referred to the appropriate external agencies in a timely manner. Ensuring the earliest and most appropriate intervention possible.
- Ensure non-discriminatory behaviour and equality is maintained within the setting and promotes diversity and that the settings equal opportunity policy is adhered to at all times.
- To be responsible for the role of Safeguarding Lead Practitioner (SLP).
- To contribute to successfully delivering the partnership agreement between Polka Day Care and the Children's Centre.
- Work in partnership with multi agencies, for example Health Visitors, Speech and Language Therapists and Norfolk County Council Early Years Team, as appropriate to promote the progress and wellbeing of all children and their families.
- Be flexible in your role to ensure that the highest care and statutory requirements are adhered to at all times. This includes, within reason, to comply with requests to work outside your weekly hours to cover for staff sickness or unexpected absences.
- To organise and plan staff meetings outside working hours, usually no more than 6 meetings per year.
- OFSTED named manager.
- Complete weekly staff rota's ensuring that ratio's are maintained to a high level.
- First point of contact for staff including staff sickness and holidays.
- Ensure that all staff have appropriate training and book any necessary training.
- To work alongside the committee during the recruitment process ensuring that DBS checks and references are gathered.



## **Main Tasks:**

### Team Contribution

- Contribute effectively to the team maintaining a high level of communication throughout the whole nursery.
- Demonstrate a flexible approach to day to day duties to ensure smooth running and operation of the setting.
- To work as an effective part of the team ensuring you and your staff maintain good morale, positively promoting a team approach within the setting, this leading to a high reputation both in and outside of the setting.
- Include and encourage all staff members in their daily activities and development through leading by example.
- To support students and volunteers.
- To organise, plan and chair regular staff meetings.
- To support the room managers to successfully for fill their role within the nursery

### Nursery Communication

- The Committee is your first contact point if you become aware of any issues that affect the day to day running of the setting, morale of staff or other issues that arise.
- To maintain a good level of communication, both with the committee when required and the staff, on everyday occurrences within the setting.
- To organise staff meetings and attend meetings on request of the committee.

### Administration and Planning

- Support the room managers to ensure weekly, medium and long-term planning sheets are completed and evaluated.
- Completion of weekly staff rota's ensuring that ratio's are maintained to a high level.
- Manage and develop our Nursery Software system, Brightbook.
- You must maintain a well organised filing system ensuring information is easily accessible and that confidential papers are locked away so they are only assessable by authorised staff, as per our policies and procedures.
- Answer the entry phone system to visitors, following Polka Day Care Ltd Policy and Procedures.
- Answer the telephone when the office is unmanned.
- Promote facilities that the Children's Centre and Day Care has to offer.
- Market and advertise the setting as necessary to ensure it runs to its full capacity.
- To accurately record and handle payments by cash or cheques for payments of parent's invoices.
- Participate in local visits or outings and help during fund raising activities.

### Paperwork

Much of the paperwork we do is statutory and regulated by Ofsted, so it is an essential part of what we are required to do. You will need to ensure this paperwork is up to date, neat, tidy and understandable.

This is a summary of some the paperwork that relates to your role:

- Daily/General Risk Assessments
- Registration form



- Support the manager in reviewing Policies and Procedures
- Action plans to promote improvements within our practice
- Individual Support and Behaviour Plans
- Safeguarding Forms
- Consent Forms
- Message and Communication Sheets

### Health and Safety

- Provide a safe environment for children and adults within the day care setting by ensuring that:
  - Child:Adult ratios are maintained at all times.
  - Equipment is well maintained at all times.
  - Safety and security procedures for fire drills, arrivals, departures and during the session itself are enforced.
  - Appropriate risk assessments are carried out.
  - Children are supervised at all times.
  - Children who have wet or soiled clothing are changed immediately.
  - Any safety issues are reported to the management promptly.
- To ensure risk assessments for all areas are in place and reviewed regularly.
- Report all maintenance requirements to management to ensure their immediate attention.
- Ensure that appropriate signage is displayed correctly, for example fire evacuation procedures.

This job description is not meant to be exhaustive. The post holder will be expected to adopt a flexible attitude towards the duties outlined which may be subject to adjustment at any time in consultation with the post holder and in line with the settings needs.

Signature of Employee ..... Date .....

Signature of Manager ..... Date .....