



**LITTLE THINKERS
NURSERY
& PRE-SCHOOL**

Nursery Manager Job Description

Reports to: Board of Directors

Main responsibilities:

- To deliver and ensure a high standard of learning, development and care for children aged 0-5 years following the philosophy of thinking skills
- To manage the day to day activities of the settings.
- To ensure that the nurseries are a safe environment for children, staff and others.
- To developing partnerships with parents/carers to increase involvement in their child's development.
- To line manage other staff within the nurseries.
- To be responsible for any tasks delegated by the Directors

Main activities/tasks:

- Overall day to day management responsibility for the nurseries at KAA and CSA and potentially in time Furzeham.
- To be responsible for the efficient running of the nurseries and overall delivery of a high quality service including arrangement of cover, staff rotas and curriculum.
- To ensure that the nurseries provides a safe, caring, stimulating educational environment which fits the model of the curiosity approach both indoors and outdoors, at all times.
- To ensure that the nurseries plans an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress
- To ensure that children with SEN are identified and supported using systems and processes provided from the Local Authority. This includes the requirement to complete the 2 year Health Check
- To both provide and arrange good quality CPD which meets the needs of the nurseries and the demand from staff
- To ensure the nurseries meets Ofsted requirements at all times
- To recruit, induct, manage, supervise and support the nursery staff providing motivation, inspiration and promoting well-being in the workplace.
- To undertake and assign designated safeguarding officer roles.
- To work with other professionals in the local area for the benefit of children and families

- To ensure all staff understand and work to preschool nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
- Work in conjunction with Human Resources to disciplinary and grievance investigations and hearings.
- Take responsibility for the quality of planning, which ensures each child is working towards the early learning goals
- To conduct staff appraisals and supervisions as appropriate and to identify staff training needs
- To ensure all records are properly maintained in accordance with the policies and procedures of Little Thinkers
- Create and maintain a culture of self-evaluation and reflective practice throughout the nurseries.
- To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- To work in partnership with Directors to update and review the self-evaluation and improvement plan.
- To undertake any other reasonable duties as directed, in accordance with the nursery aims and objectives
- To work alongside the admin support and site staff to provide the best provision for our children.
- To provide a manager's report to the Board of directors three times a year
- Proactively represent the Little Thinkers brand and advance its interest in the local community
- Work in partnership with the schools and collaborate to support smooth transition from pre-school to Infant School. This will include sharing of resources and encouraging the two settings to work and play together.
- Work initially to support the nurseries to become a cohesive team who have strong working relationships.