



PEARTREE BARN NURSERY

ROLE PROFILE: NURSERY MANAGER	
Reporting to:	PROPRIETOR
Working with:	DEPUTY MANAGER/NURSERY STAFF/VOLUNTEERS/STUDENTS.
Responsible for:	<ul style="list-style-type: none"> ❖ Leading and managing all aspects of nursery provision on a day-to-day basis to the highest standards, ensuring that the best possible environment and care are provided for young children.
Detailed Responsibilities of this Role:	
<p>In fulfilling this role, the job holder undertakes the following activities:</p> <p>KEY RESPONSIBILITIES:</p> <ul style="list-style-type: none"> - To manage the provision of the nursery ensuring that children, parents and the staff team work together to provide high quality childcare; - To be responsible for the management of day-to-day financial operations within the nursery, by meeting financial targets and managing the occupancy ensuring optimum capacity; - To manage a staff team effectively. Co-ordinate weekly staff timesheets by preparation of excel formatted tables being made available. Facilitate last minute re-scheduling of staff to rooms in the event of sickness notification; - Co-ordinate a typed list of childrens' names that will be present in the Nursery available for circulation to staff the Friday prior to the incoming week. [<i>Childrens' attendance lists being formatted in typed excel spreadsheets</i>]. - Prepare in typed excel spreadsheet format school pick up schedules for each school attributing sufficient time for staff to navigate the routes in a safe and timely manner; - Agree and set nursery goals and monitor the achievement of progress against targets across the team; - Monitor and assess the quality of child care provision, ensuring that policies and procedures, best practice and standards are maintained at all times; - Adhere to the company policy for storage of electronic data/ in the directory format prescribed to ensure hot desking can be seamless. <p>OPERATIONAL RESPONSIBILITIES:</p> <ul style="list-style-type: none"> - Responsible for the day-to-day running of the nursery, ensuring compliance with registration and legislative requirements at all times; - Ensure that the nursery conforms to Early Years 'Minimum Standards', choosing to exceed the requirements of Social Services striving towards attainment of 'All Ireland Centre of Excellence' status; - Uphold and ensure a high standard of care throughout the nursery; - Implement and maintain the company's Equal Opportunity policy ensuring that children, parents and the staff team are valued and practice is positive and non-discriminatory; - Prepare, in a timely manner, the annual Inspection documentation, submit relevant reports as required by Early Years. (Attendance at review Panels as required for change of registration status, ensuring room registration status is achieved within the timescales incumbent for the smooth running of the Nursery); - Prepare the nursery for Social Services inspections, and action any recommendations made by the inspecting Social Worker ensuring compliance at all times. Monitor any safeguarding issues following Social Services procedures and present an Action Plan in a timely Manner; 	



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- Produce and deliver quarterly Monitoring Reports to the Proprietor about the nursery, including any complaints received or any situation that may be detrimental to the company;
- Notify the Proprietor of any complaints received or any situation that may be detrimental to the company, agree actions to resolve issues and implement accordingly. [Copy of all minutes to be circulated to Proprietor.]

PERSONAL ACCOUNTABILITY:

- Ensure all staff are aware of their areas of responsibility, and be able to clearly demonstrate an awareness of own areas of responsibility and how these are being met;
- Communicate effectively with all members of staff and be professional & compliant with company policies at all times;
- Ensure Nursery Development Plans and Inspection Self Evaluation forms are kept up to date, and that all staff are aware of this through 1-2-1's, room meetings and regular whole staff meetings in accordance with Early Years regulations;
- Work within the margins of confidentially respecting information pertaining to children, parents and staff;
- Identify those whose practice does not comply with organisational and legal requirements, agree action plan with Proprietor and take steps to resolve issues;
- Manage own time to complete tasks effectively, prioritising workload and delegating tasks to management team. Monitor and evaluate progress of delegated tasks, providing constructive feedback;
- Contribute and participate in the development of new ideas & 'vision casting' by attendance at Bi-monthly 'stakeholder meetings';
- Keep up to date on all current childcare issues;
- Take overall responsibility for the safety and wellbeing of the children, ensuring that their needs are met at all times;
- Make recommendations to the proprietor for the future development and long-term vision of the nursery;
- Ensure that the nursery is fully resourced with essential items to allow for full implementation of the 'Minimum Standards' and Health & Safety legislation;
- Prepare for, attend and contribute to 'stakeholder' and Proprietor meetings. Type up minutes recorded;
- Take part in regular meetings with the Proprietor, informing of nursery developments, implementation of standards, policies and procedures, areas of concern, and planned timetable of work;
- Be a key holder for the nursery for emergency situations when the proprietor is not available.

PERSONNEL:

- Be accountable for staffing within the nursery, ensuring that appropriate ratios (in accordance with Statutory obligations) of qualified to unqualified staff and children to staff are maintained;
- Maintain a list of appropriate bank staff in the event of staff illnesses or emergencies;
- Ensure recruitment vacancies are advertised and filled in line with the company recruitment policy, in a timely manner;
- Be responsible for the recruitment, under the direction of the Proprietor, of new members of staff ensuring that all recruitment processes comply with Peartree Barn Nursery Ltd company policy, employment legislation and Social Services requirements;
- Ensure that all new staff members receive a formal induction, signed at relevant sections during the probationary period, and a probationary review within the stated time scale;
- Maintain accurate and up to date personnel records for all employees within the nursery;
- Monitor and develop the work of the staff team against the criteria set in their job descriptions;
- Ensure that all staff receive an annual appraisal producing an Individual Development Plan;
- Maintain company supervision and appraisal system, assessing and appraising the performance of staff members, providing opportunities for further informal meetings if necessary;



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- Identify and deal with poor performance with agreed action plans with individual/s, clear targets and goals, realistic timescales and opportunities for constructive feedback and monitoring, ensuring that all documentation is accurate and signed;
- In consultation with the Proprietor, deal with grievance and disciplinary matters in accordance with company procedures;
- Establish and maintain effective working relationships in the staff team, through regular staff meetings, team meetings, training sessions and open honest communication;
- Provide constructive, honest, feedback to support and encourage all staff;
- In conjunction with the Deputy Manager, manage staff annual leave requests to ensure staffing requirements are met;
- Monitor staff sickness, unauthorised absence and staff turnover reporting findings and proposals for implementation to Proprietor;
- Complete final sign off approval of staff annual holidays as compiled by the Deputy Manager prior to implementation;
- Establish good professional relationships with colleagues and external agencies;
- Act as Chairperson for Human Resources meetings ('One to Ones') with each room staff member in a rotational cycle in compliance with 'Early Years'.

FINANCE and ADMINISTRATION:

- Implement and ensure that set budgets are not exceeded;
- Monitor budgets against overall targets and goals, prepare for and attend budget meetings and plan remedial action for problem areas;
- Maintain accurate budget information;
- Prepare reports as necessary, including statistical analysis of current and projected occupancy since paid deposits which would impact on financial reports;
- Ensure that all relevant statistics are available on request and submitted when necessary;
- Monitor occupancy to ensure places are utilised to their optimum financial potential and future requirements are met and effectively managed;
- Ensure that petty cash is used appropriately, for the sole use of Peartree Barn Nursery, and accurate records are maintained and submitted monthly to the proprietor;
- Confirm accurate direct debit list's ensuring compliance with direct debit legislation at all times;
- Prepare and submit payroll amendments on a monthly basis ensuring a high degree of accuracy;
- Keep Proprietor informed of staff pending resignations and any relevant changes following pay roll /Pension 'Nest' Obligations;
- Ensure that all supplies are used with due economy;
- Ensure all staff are accountable and complying with Council legislation for separation of waste (i.e. appropriate separation for green /Brown and black bins);
- Ensure prior authorisation is sought for any expenditure outside set budgets;
- Keep all computer systems and records up to date and accurate at all times and to be aware of the Data Protection Act and its implications;
- Maintain children's records to a high standard with due regard to confidentiality;
- Observe children through play to identify their individual needs and monthly aims;
- Assist staff in the carrying out observations and evaluations of children's activities;
- Maintain personal contact with parents through meetings, parents' evenings, open days and informal conversations;
- Ensure that all parents are fully informed about the nursery and that new parents are welcomed appropriately giving due regard to their concerns and questions;
- Communicate effectively with parents through a monthly newsletter informing of nursery activities and developments;
- Ensure that all parents have signed a contract and agreed terms and conditions in advance of a child's induction and attendance at Peartree Barn Nursery;
- Monitor and maintain key worker system;
- Monitor and collate H.S.E logs and information. To identify short falls in equipment and resources in the nursery and highlight them to the proprietor. *[This envisages the necessity to purchase Nursery*



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resources for the safe running of each room. A monthly maximum budget is set at £200). An inventory of items bought must be submitted to the proprietor at the end of each month for accounting purposes. If the resources exceed this on any given month it must be authorised by the Proprietor.

PUBLIC RELATIONS:

- Ensure that all staff deliver high quality customer service at all times;
- Ensure that all staff are trained to have regard for the parents/prospective parent's needs and information is communicated clearly and positively;
- Complete all marketing paperwork, following up enquiries, visits and calls;
- Manage and maintain the waiting list for prospective families commensurate to spaces available in the existing buildings;
- Devise an action plan to ensure that child & staff occupancy levels can be maintained throughout seasonal variations.

TRAINING & DEVELOPMENT:

- Be professional, polite and positive in all verbal and non-verbal interactions with staff, parents and children at all times;
- Through regular supervisions identify individual and nursery development needs ensuring these needs are met through appropriate training;
- In conjunction with management team provide information on appropriate training courses and learning opportunities;
- Ensure all staff are aware of how to access training;
- Ensure that funding is authorised and relevant paperwork is completed in respect of training;
- Monitor and evaluate effectiveness of training through staff member's evaluation after training, following agreed actions to improve practice;
- Organise and implement on the job training within the nursery;
- Ensure that trainee staff have experience with different age groups, and that appropriate learning objectives are assessed and evaluated accordingly;
- Ensure that areas for development on Individual Development Plans are worked towards at all times;
- Ensure that any unqualified staff enrol in a childcare course if they are contracted to remain at Peartree Barn Nursery longer than 12 months.

HEALTH & SAFETY:

- Ensure that the physical environment of the nursery is maintained to comply with the requirements of Health & Safety at Work Act, e.g., a record of 'PAT' Tests for relevant electrical appliances;
- Ensure that daily Health & Safety checks are carried out;
- Be aware of and comply with EHO and COSHH regulations;
- Appoint Health & Safety coordinator, providing training, support and opportunities to relay appropriate policies and practices to staff;
- Ensure that all staff are aware of their own responsibilities;
- Ensure that all security systems are fully operational and access is denied to unauthorised personnel;
- Ensure that all risk assessments are up to date, and fire drills are carried out on a regular basis and recorded accurately and promptly;
- Present any issues or problems to the attention of the Proprietor in a timely manner;
- Have clear knowledge of procedures to be followed in case of emergency e.g. Fire, and accident, completing and submitting relevant paperwork;
- Oversee all medication administration within the nursery following medication policy;
- Assist in the requisitioning for repairs and replacement of equipment;
- Operate and maintain high standards of cleanliness and hygiene within the nursery;
- Ensure that staff carry out appropriate indoor and outdoor equipment checks, checking the garden before each use;



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- Ensure the nursery is kept clean and hygienic at all times, and that minor cleaning duties are carried out throughout the day following the Waste Management Policy;
- Ensure that staff carry out regular cleaning of equipment and that it is recorded accurately;
- Lock up ensuring that the nursery is safely secured and alarmed;
- Ensure that equipment and resources used are of suitable design and condition, well maintained and conform to safety standards;
- Notify the Proprietor, in a timely manner, when Nursery vehicles need basic on- going maintenance. E.g., tyres, Head Lamps bulbs not working/water in windscreens;
- Notify the proprietor of milestone dates for each of the vehicles for Annual TAX/ MOT/ insurance in a timely manner.

JOB DESCRIPTION REVISION:

This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post holder commensurate with the position. The responsibilities may be amended, after discussion with the post holder, to take into account the development of both the post and the nursery. All members of staff should be prepared to take on additional duties or relinquish existing duties in order to maintain the effective running of Peartree Barn Nursery.



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NURSERY MANAGER

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS:	<p>Min NVQ level 5 with the commitment to maintain Continued Professional Development [CPD] as applicable to the job role.</p> <p>3 years post qualified experience, of which 2 have involved managing or deputising in a day nursery and managing, supervising staff.</p>	<p>A recognised qualification in Management.</p> <p>Willingness to attain Minibus Classification, if not already within current license.</p>
KNOWLEDGE & EXPERIENCE:	<p>3 years recent working knowledge and practical experience in the day to day operation and management of a day care nursery, in the role of Manager or Deputy Manager.</p> <p>Knowledge of relevant legislation and the ability to develop policies/procedures consistent with legislation, best practise and the inspection process for day care setting.</p> <p>Good IT skills-Microsoft Word, Excel, PowerPoint etc.</p> <p>Excellent communicator at all levels.</p> <p>Excellent numeracy and literacy skills.</p>	<p>Food Hygiene Certificate, First Aid Training, Musical ability.</p>
ATTAINMENTS/COMPETENCIES:		<p>Outdoor/ Expedition Skills & ability to organise age relevant walking tours.</p>



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<p>SPECIAL APTITUDES:</p>	<p>Warm and caring personality, friendly and approachable to families.</p> <p>Good communicational skills, with a wide range of people.</p> <p>Passionate about Early years education and childcare.</p> <p>Ability to organise own work effectively and that of others, identify priorities and meet outcomes.</p> <p>Lead by example; demonstrating high levels of drive, enthusiasm and passion with proven ability to motivate others.</p> <p>Excellent written communication with ability to produce and evaluate reports.</p> <p>Enthusiastic, innovative, energetic, practical, and willingness to 'get hands dirty'.</p> <p>Self-confident with strong interpersonal skills.</p> <p>Ability to accommodate flexible working hours that may be required.</p> <p>Ability to work under time constraints and to meet deadlines.</p> <p>Ability to address appropriately Grievance & Disciplinary procedures in a professional manner.</p>	
<p>LOCATION:</p>	<p>PEARTREE BARN NURSERY, 48 Ballymullan Road, Lisburn, BT27 5PJ</p>	
<p>HOURS of WORK:</p>	<p>Hours of Work – Monday, Tuesday, Thursday, Friday from 7.30am to 6.00pm daily.</p> <p><i>Please note that commencement hours necessitate that the role of the Manager is to ensure the building is illuminated and the room temperatures meet the minimum standards in advance of the opening hours and receipt of children. As such all personal effects are to be dealt with to ensure availability to meet and receive children for allocation to age appropriate rooms.</i></p>	
<p>ANNUAL LEAVE:</p>	<p>28 days per annum which is inclusive of customary holidays [Pro-rata for part time employees]</p>	
<p>SPECIAL REQUIREMENTS:</p>	<p>A valid UK driving license to enable the post holder to drive a nursery car/vehicle as required on a day to day, to fulfil the requirements of the post.</p>	