

JOB DESCRIPTION



READING BOROUGH COUNCIL	Department/Division: Education & Community Services
Post Reference No: n/a	Location: Caversham Nursery School
Job Title: Nursery Manager	Grade/Salary Range: SO (RG6 28-33) £32,798-£37,568

JOB PURPOSE

- To ensure the Nursery remains an inspirational outstanding learning environment in accordance with current legislation, Reading Borough Council childcare & health & safety policies.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

MAIN DUTIES AND RESPONSIBILITIES

1. To be responsible for all operational aspects of the Nursery.
2. To be responsible for the physical, emotional, social and intellectual developments of the children.
3. To keep up to date with developments in all aspects of childcare policy and procedure and ensure adoption of appropriate standards.
4. To ensure high standards of safety, security and hygiene and be sure these are maintained at all times.
5. To be responsible for the provision, care and maintenance of all play equipment.
6. To implement the effective planning of an appropriate routine for the age ranges of the children.
7. To ensure child/staff ratios are met at all times.
8. To maintain quality provision ensuring high standards of health & safety for all children.
9. To ensure excellent communication systems with parents are maintained.
10. To maintain high levels of occupancy within the nursery.
11. To ensure the REYS Charter is implemented and embedded throughout the nursery
12. To have excellent knowledge of Early Years Foundation curriculum and ensure recording systems are maintained effectively.
13. To have knowledge of the special needs framework and to liaise closely with the REYS inclusion manager.
14. To maintain links with the Children's Centre team, health visitors and midwifery.
15. To undertake any other duties as may be reasonably required by the Executive Head Teacher.
16. Take a lead role in the implementation on performance management.
17. Lead and deliver effective CPD for all staff.
18. To be responsible for safeguarding across the Nursery.
19. Co-ordinate and analyse assessment data & prepare data and summarise to submit to the Head of Schools, Executive Head and Governors.

20. To prepare and lead an Ofsted inspection when required.

SCOPE OF JOB (Budgetary/Resource control, Impact)

PERSON SPECIFICATION



READING BOROUGH COUNCIL	Department/Division: Education & community Services
Job Title: Nursery Operation Manager	Post Reference No: n/a

QUALIFICATIONS / EDUCATION / TRAINING:

Recognised Early Years Qualification - NNEB/ Cache/ NVQ 3 or above or similar / Btec diploma in childcare
D32/D33 Assessor qualification desirable but not essential.

EXPERIENCE:

1. Minimum 2 years in a leadership role of an early years setting.
2. Experience of supervision of staff/students.
3. Experience & knowledge of the Early Years framework & The Special Educational Needs Framework.
4. Experience of working with parents & other professional agencies.
5. Experience & knowledge of the Early Years framework & The Special Educational Needs code of conduct
6. Experience of recruitment processes & interviewing techniques.
7. Experience of leading a team.

SKILLS AND ABILITIES:

- Must possess good organisation skills,
- Enthusiasm and energy.
- Ability to work as part of a large team and to be able to work on own initiative.
- Caring and supportive nature, ability to respond to many demands.
- To be reliable, adaptable and flexible.
- To be able to prioritise and work on own initiative.
- To be computer literate & have knowledge of Microsoft Office or XP.
- To possess a high level of literacy skills.
- Word processing skills.
- Team building & motivating staff.
- Ability to formulate policies & procedures & to review these periodically.
- Commitment to providing a high quality nursery environment.
- To have a sense of vision of how to move the school forward as part of the REYS federation.
- To be an excellent communicator & promote the nursery at all times.
- To remain calm under pressure & to be sensitive to the needs of other staff.
- To be self-confident, self-motivated to participate in all aspects of this busy nursery school.

WORK RELATED PERSONAL REQUIREMENTS

To be able to work flexible hours between the hours of 7.45am and 6.00pm.

SPECIAL/OTHER REQUIREMENTS OR RESPONSIBILITIES OF THIS POST

What level of CRB check is required for this post? ~~NONE/STANDARD/ENHANCED~~

Does the post require a Protection of Vulnerable Adults (POVA) check? ~~YES/NO~~

Does the post require a Protection of Children Act (POCA) check? ~~YES/NO~~

Is this post 'politically restricted'? ~~YES/NO~~

What Level H&S Responsibilities are applicable to this post? ~~LEVEL 1/LEVEL 2/LEVEL 3~~