



by Action for Children

Nursery Manager Job Description

Role Purpose

Our vision is that every child and young person in the country has a safe and happy childhood. To help us achieve this, the role will:

Develop, oversee and manage high quality, child centred provision of early years' education and day care services for children aged from birth to five years and to actively engage in marketing and advertising in order to develop an excellent reputation and adhere to the ethos of Action for Children and ensure financial sustainability of the setting and provision.

In this role, you'll be responsible and accountable for:

1. Being responsible for the day-to-day running of the nursery, ensuring compliance with registration and legislative requirements and maintaining staff: child ratios at all times and providing a safe, caring and stimulating environment for children, including those with special needs.
2. Promoting and establishing a working environment which the emotional, physical, social, psychological, physical, developmental and educational well-being of children is paramount.
3. Undertaking the Designated Safeguarding Person and Registered Manager role in relation to Ofsted registration.
4. Supporting the development of an innovative approach to children's learning and play that is demonstrated by teams working well together within the setting.
5. Providing direct and overall management of staff, applying Action for Children policies and procedures. Ensure training and development needs for all staff are audited and provision is made to maximise professional development opportunities and sharing of good practice across the setting.
6. Overseeing recording and reporting of planning, observation and progression for all children including a full and thorough assessment of the setting against the EYFS.
7. Ensuring that all EYFS and Ofsted registration and inspection requirements are met and essential policies such as health and safety, first aid, equal opportunities, safeguarding, data protection and confidentiality are implemented consistently throughout the nursery.
8. Maximising nursery occupancy, meeting all organisational KPIs including sufficiency and occupancy, working in partnership with internal teams to ensure appropriate marketing, media and digital advertising is effective in maximising high standards of occupancy.

The responsibilities, accountabilities and reporting structure for this role will be reviewed periodically and updated, if required.

Last Reviewed: 18/12/2023 Version: V1

9. Managing finance and invoicing systems, ensuring invoicing and accounting are undertaken, the setting is financially viable ensuring all organisational financial returns are completed. Undertake key financial activities including; invoicing, reconciliation, returns and reporting to Local Authorities.

10. Ensuring that the physical environment of the nursery is maintained to comply with the requirements of the Health and Safety at Work Act, and to have specific responsibilities for Health and Safety within the nursery including garden and equipment checks, risk assessments, fire drills, emergency procedures and dispensing medication.

To do this, you will have:

Qualifications and training

1. Minimum level 4 qualification in childcare or early years
2. Leadership and management qualification
3. Paediatric First Aid
4. First Aid at Work

Skills, knowledge and experience

1. Experience of working in a senior role within a nursery setting or centre working with children aged 0 to 5 years and their families.
2. Leading a staff team, including supervision, work allocation, assessment or training and professional development needs.
3. A thorough knowledge and understanding of the EYFS, Ofsted requirements and relevant current legislation.
4. Understanding of child protection processes, safeguarding and working with vulnerable children.
5. Commitment to inclusive and non-discriminatory working practice with children, families, colleagues and the community.
6. A solution focused approach.
7. Have a 'can do' attitude and respond to the needs of others quickly, positively and appropriately.
8. Digitally confident.
9. Proficient in various computer systems and management of accounts.

The competencies that we have detailed above form part of our management competency framework (MCF), you can see the full framework on our Careers website.

Don't meet every single requirement?

If you're excited about this role but your experience doesn't align perfectly with the job description, we'd love you to apply anyway. You might just be the perfect person for this role, or another role within the Action for Children family.

To do this, you will work with:

Internal contacts:

Nursery Director, Area Manager, Quality Manager, Business Manager, SENCO, HRBP, Commercial Finance Officer, Head of Safeguarding, Health & Safety Advisor

External contacts:

Parents, Stakeholders (e.g. RAF, Ofsted, Commissioners), Ofsted, Local Authority

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In this role, you will be responsible for:

Financial

Income target: Target set as part of annual KPI variable for the setting.
Expenditure budget: Responsibility for budget management of setting.

Staff Responsibilities

Number of direct line reports: Varies on setting.
Overall staff responsibility: Varies dependent on setting.

What else?

Everyone at Action for Children must promote equality, value diversity and work inclusively to ensure everyone feels welcomed and valued.

If you're appointed, you'll need to have a disclosure check.

For completion by the Reward Team:

Operational Job Title: Nursery Manager

Generic Job Title: Nursery Manager

Reports to: Area Manager

Panel approval: Reward Team

Panel date:

Grade: 6

Payscale Ref: DEV60

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