



Job Overview

Job Type -	Full time/Permanent
Salary-	To be discussed at Interview
Location-	Cracker Jacks Day Nursery, St Neots, Cambs
Start Date-	ASAP

Your role as Nursery Manager

The role will include but not limited to the following:

- To recruit, support, train and appraise all staff to ensure high quality childcare practice and to develop staff teams and individual practitioners.
- To work with the Management team to evaluate the quality of childcare and education within the setting and to identify and address areas needing development.
- To actively promote and support the safeguarding of children and young people in the workplace, ensuring that all staff and volunteers observe Setting policies and procedures to keep children safe from harm.
- To promote the nursery, ensuring open days are planned and carried out, monitoring spaces of availability in the setting for all rooms.
- Showing visitors around the nursery and out of school club, allocating spaces, and being responsible for all administrative duties within the new starter procedure
- Process monthly invoicing and extra sessions and ensure payments are collected on time, chasing where necessary.
- Promote parent partnership, updating with newsletters and information, liaise with parents with concerns or complaints.
- To comply with Health and Safety policies within the nursery. To audit, evaluate and manage risk and ensure that any remedial action is taken immediately.
- To supply accurate monitoring information.
- To ensure that the Ofsted Operational checklist is reviewed daily/weekly/monthly etc.
- To maintain accurate stock control for the nursery and produce management information for the Nursery Directors according to company procedures.
- To ensure good communication between all users of the nursery. Ensure parent updates are carried out and are to nursery expectations.
- To be responsible for all administrative duties associated with the management of the facility, such as, maintaining records on children and families, ordering equipment, maintaining inventories, and keeping personnel records.
- To ensure the nursery is clean, tidy, safe and welcoming, ensuring open/close routines are carried out efficiently, providing training where necessary.
- Plan, update and review the nursery curriculum, ensuring the nursery is meeting expectations of the EYFS.
- To ensure activities are age appropriate, engaging and forming the ability for enhanced learning opportunities, following the nursery curriculum.
- Enhance staff knowledge of the Three I's.
- Ensure staff are following the EYFS and are meeting expectations of good quality childcare, always striving for Outstanding.
- Ensure staff have relevant training and support for specified ages and abilities.
- Complete and issue staff rotas, ensuring ratios and qualification needs are met.
- Deploy staff effectively.
- To always look for improvement for the setting, ensuring high standards and professionalism are met throughout, in all aspects.
- Ensure staff are implementing the outside company activities into every day routines.
- Ensure weekly planning meetings are held, giving staff the opportunity to discuss, plan and prepare.
- Promoting Forest School within the setting, supporting staff with training with generating fresh and exciting ideas.
- Ensure staff are following all policies and procedures, reviewing, and updating when necessary.
- Provide training for staff, setting personal development plans and giving support where needed and carry out staff supervisions.
- Support and monitor trainees with designated study time, allocate mentors and ensure training is provided and logged, meeting with college assessors when necessary.
- Ensure Designated roles are allocated, and all legislation is current.
- Promote teamwork, uplift staff morale, care for staff wellbeing with care plans.

- Plan and run alongside the management team regular staff meetings and in house training sessions.
- Ensure staff hours are collected and monitored and ready for monthly payroll.
- Ensure staff and children chronologies are updated with key information.
- Ensure all administration is carried out efficiently and to expected timescales.
- Ensure short term, mid-term and long-term planning is planned, actioned, and reviewed.

What you will need to succeed for this Nursery Manager role

- Experience working at a Senior Level within a nursery setting.
- Hold a Level 3 or above Childcare qualification.
- An excellent knowledge of the EYFS and experience of working with children and families.
- Experience of managing/supervising staff

What you will get in return

- 50% discount on Childcare
- Company pension
- Lunch, tea and coffee provided
- Employee Assisted programme
- Yearly Team Building event

How to apply for this Nursery Manager role

If you are interested in this role, please forward an up-to-date copy of your CV to info@crackerjacksdaynursery.org or call us now 01480 477515.