

procedures to be followed within the Nursery to ensure compliance with legislation and regulations and be aware of H&S regulations to ensure the Nursery is kept to the required standard of cleanliness and hygiene and be responsible for all Health and Safety matters in the Nursery to ensure the wellbeing of children, staff and visitors.

- Assist the management board in securing OFSTED registration in order to provide consistent quality of service and be responsible for the preparation for OFSTED inspections and action any recommendations that may result from inspection to ensure that the Nursery is run within National guidelines.
- Monitor the number of places being used in the Nursery; receive initial enquiries for places, issue information and ensure that all forms are completed correctly before admission in order to ensure that the Nursery is run efficiently. Oversee the purchase and maintenance of apparatus etc. to ensure the Nursery is suitably equipped within the allocated budget and maintain up to date records of resources and accurate financial records to ensure that KCC's financial procedures are adhered to and income and expenditure is kept within budget.
- Support staff in the development and maintenance of appropriate planning, observation and assessment procedures to ensure a consistent service and develop, with staff, a recording system for individual children which can be shared with parents and other professionals and agencies enabling improvements to working methods and service. Ensure that appropriate records and administration systems, including the children's, families, staffing, registers, health and safety, sickness records etc., are maintained to ensure confidentiality of information.
- Supervise and provide advice, guidance and training to students, trainees and others on work placements or work experience in order that they receive the appropriate support and guidance and establish relationships with colleges and schools as necessary in order that their activities are co-ordinated.
- Act as the Child Protection Co-Ordinator working with other professionals in the identification and monitoring of child abuse and the management of appropriate care programmes ensuring that KCC guidelines for Child Protection are adhered to and develop relationships with external agencies and professionals to ensure adequate care of the children is maintained.

4. NECESSARY EXPERIENCE

- Minimum of NVQ Level 4 qualification or equivalent in Early Years and Childcare development.
- Possess or be willing to obtain Paediatric First Aid Certificate.
- Minimum of 2 years supervisory or management experience in an early years and childcare setting.
- Understanding of KCC's financial policies and procedures together with experience of budget monitoring and control.
- Experience and understanding of multi-agency and partnership working.
- Experience of basic technology (computer, video, photocopier)
- Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.

5. SCOPE FOR IMPACT

The Nursery Manager has the responsibility of ensuring that the Nursery runs smoothly and that all staff are directed in an organised and consistent way. The safe, secure and happy learning environment of the Nursery depends on the management skills of the Nursery Manager.

The Manager will be expected to plan, with the management board, the marketing and promotion of the Nursery in order to raise the profile and awareness of the Nursery. They will be required to prepare and present reports to the management board as necessary to ensure the effective running of the team and Nursery and to guarantee its economic viability.

The post holder acts as a role model to all who visit and work in the Nursery so high standards of professionalism must be maintained at all times.

The post holder will be expected to attend staff meetings and training sessions as required to maintain and develop professional skills and competencies.

6. JOB CONTEXT

The Nursery Manager will be expected to direct and supervise the Nursery staff. The post holder must have the capacity to plan ahead, anticipate potential difficulties and establish a course of action.

The post holder must have an extensive understanding of the National Standards for Full Day Care and be conversant with Curriculum Guidance for the Foundation Stage. An awareness of child protection issues and procedures is essential. The post holder must have effective communication skills to be able to inform, persuade, inspire and motivate pupils and staff and provide feedback to other professionals and parents, students, trainees etc.

7. ORGANISATION (Not Line Management responsibilities)



8. CHANGE STATEMENT

As a result of the Government's initiative "School Workforce Reform" and the National Agreement "Raising Standards – Tackling Workloads" new ways of employing support staff in schools are being sought. The National Workload agreement suggests that schools should deploy more staff in extended roles and the role of the Nursery Manager is one of these.