

Montessori Explorers Nursery Manager Job Description

<p>Job Purpose</p>	<p>To fulfil all the duties of a nursery manager as specified in the Early Years Foundation Years Statutory Framework whilst providing outstanding business leadership as a nursery manager through the delivery of:</p> <ul style="list-style-type: none"> • Quality and consistency of provision • As secure foundation for babies and children & effective safeguarding practices are in place • Financial controls and setting optimisation • Promotion and Marketing of the Nursery to the community • Effective partnership working • Equality of opportunity • Enabling effective learning and development within the nursery • Support the objectives of the operational plan and the overall objectives of the nursery
<p>Key Duties & Responsibilities</p>	<ul style="list-style-type: none"> • To manage the nursery to an outstanding standard leading by example to others and thereby promote respect for the role. • Help to identify new sources of income, opportunities for increased profit and ideas for cost reduction. • Help to identify financial risks and produce contingency plans. • Manage the petty cash procedures and the acceptance of cash into the nursery. • Ensure the credit card machine is working and take card payments for fees. • Assist the book-keeper with accounting for nursery income and expenditure. • Assist with the creation and management of the sales and marketing plan. • Proactively market the nursery in line with the sales and marketing plan. • Responsibility for the recruitment and overall management of all childcare and other staff including safer recruitment, induction and appraisal of staff • Effectively manager an • • d supervise staff within the nursery • Proactively contribute to effective team working and foster open and honest communication amongst all employees within the nursery • Oversee appropriate staffing in line with legal requirements of the EYFS • Ensure effective performance management practices are in place • Manage sick and absence through robust human resources • Ensure the emotional wellbeing of babies, children and staff • To appropriately manage complaints, grievances, disciplinary issues • Carry out on-the-job training and coaching for employees • Commit to ongoing training and development within the nursery • Responsible for overseeing the operational functions of the nursery including, maintain accurate records, complying with internal and external audits • Input and maintain the nursery systems • Reviewing, updating and implementing policies and procedures • Ensure effective safeguarding of babies, children and staff • Responsibility of health and safety audits and risk assessments including emergency drills procedures • Ensure effective infection control and hygiene systems is in place at all times • Oversight of the building and maintenance of the setting • Delivery outstanding childcare and curriculum Responsibilities

	<ul style="list-style-type: none"> • Work in partnership with parents/carers, recognising that parents are their children's first educators, and encourage parental involvement in the nursery • Manage and attend regular parents meetings and open days. • Assist with maintaining and undertaking monthly salaries. • Review and monitor occupancy levels with the view to maintaining optimum capacity. • Assist with the creation and on-going management of the nursery brand. • Manage the enquiry, showround and bookings procedures • Identify and implement sales activities to attract new parents and inspire the loyalty of existing parents. • Ensure that there is a yearly calendar of events. • Participate in all activities related to nursery publications, advertising, public relations, the web site and other marketing activities designed to promote the nursery • Liaise with associations such as NDNA, CEYC and other agencies • Liaise with suppliers ensuring that service and/or product price and quality is appropriate • Ensure that information on the web site and marketing collateral is up to date. • Any other duties and responsibilities within the range of the salary grade
Core behaviors	<ol style="list-style-type: none"> 1. Excellence 2. Leadership 3. Trust and respect 4. Team Player 5. Creative