

JOB DESCRIPTION FOR NURSERY MANAGER

Job Title	Nursery Manager
Responsible to:	Chief Executive
Responsible for:	Early Years Team, Students, Volunteers
Hours of Work:	Monday to Friday 8.30am to 5.00pm Term Time plus 4 weeks in school holidays (43 weeks)
Holiday Entitlement:	9 weeks (including Bank Holidays) which must be taken at specified times during school holidays.
Salary:	£23,000 - £25,000 depending on experience

About Rainbow Hub:

Rainbow Hub provides therapeutic services to children and young people with physical disabilities caused by neurological conditions or similar presenting disabilities. Our extensive site boasts a number of purpose built therapy rooms, a sensory room, an active movement room and extensive outdoor areas.

We are now seeking to provide a high quality, specialised early years setting, which can meet the needs of children with emerging or identified special educational needs and disabilities and offer support to their families.

About the Role:

Rainbow Hub has an exciting opportunity for an experienced Nursery Manager who is passionate about delivering high quality services to children, particularly those with disabilities and special educational needs. In their new role, the successful candidate will work closely with the Chief Executive Officer and the Early Years Team to develop this new provision for Rainbow Hub.

Main responsibilities:

- To plan and deliver effective daily management of the nursery, in accordance with Rainbow Hub policies, all relevant legislation, plus local authority and OFSTED requirements.
- To ensure the provision is of the highest quality; providing a safe, stimulating and caring child-centred environment catering for the educational and developmental needs of children aged 2-5 years.
- To ensure that all agreed quality and safety standards are maintained in the nursery at all times.
- To co-ordinate Special Educational Needs and ensure compliance with SEND Code of Practice.

Main activities:

- Overall day to day management responsibility for the nursery.
- To be responsible for the efficient running of the nursery and overall delivery of a high quality service.
- To ensure that the nursery provides a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- To ensure that the nursery plans an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.
- To ensure the nursery meets Ofsted requirements at all times.
- To manage, supervise and support the nursery staff.
- To undertake and assign designated officer roles including role of SENCO.
- To work as a member of the team to contribute to the childcare and help deliver the Early Years Curriculum.
- To work with other professionals in the local area for the benefit of children and families.
- To ensure all staff understand and work to nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies.
- Take responsibility for planning, which ensures each child is working towards their early learning goals.
- To organise and participate in the key person system.
- To conduct staff appraisals and supervisions as appropriate and to identify staff training needs.
- To ensure all records are properly maintained in accordance with the policies and procedures of the Charity.
- To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- To work in partnership with senior management to ensure strategic aims are met.
- To undertake any other reasonable duties as directed by the Chief Executive Officer.
- To control costs in line with agreed budgets.
- To maintain accurate records for the nursery and produce management information as required.
- To review and monitor occupancy levels with the view of maintaining optimum capacity bearing in mind the needs of the children.
- To identify sources of income, opportunities for increased profit and ideas for cost reduction.
- Assist the Senior Management Team to identify financial risks and produce contingency plans.

PERSON SPECIFICATION FOR NURSERY MANAGER

Attributes	Essential Criteria	Desirable Criteria
Education & Qualifications	<ul style="list-style-type: none"> - Childcare qualified to minimum Level 3 from a recognised awarding scheme. - Paediatric First Aid. - Fully trained in safeguarding children, special needs, health and safety and keyperson. 	<ul style="list-style-type: none"> - Food Hygiene Certificate
Experience / Knowledge	<ul style="list-style-type: none"> - A minimum of 2 years recent experience in a managerial role of a good or outstanding nursery. - Excellent working knowledge of the Early Years Foundation Stage and current OFSTED statutory guidance. - Excellent working knowledge of the SEN Code of Practice and meeting the needs of children with SEN. - Knowledge and proven practical experience of implementing good quality learning opportunities. - Experience of working with children 0-5 in a private or maintained setting with an understanding of their development and needs. 	<ul style="list-style-type: none"> - Working alongside children with SEN. - Experience of successfully passing an OFSTED inspection to good or outstanding levels. - An awareness of other child education philosophies such as Montessori.
Skills and Abilities	<ul style="list-style-type: none"> - Knowledge and practical understanding of child development and parenting. - Knowledge and understanding of legislation and regulations relating to nurseries and the inspection process of OFSTED. - Ability to think critically and make decisions. - Able to work independently and manage own time efficiently. - Experience of managing, supervision and appraisal of staff. - Ability to communicate effectively both verbally and in writing. - Ability to create and implement basic systems for child records and financial records. - To promote an effective team environment and best practice. - Excellent organisational skills. - Ability to work under pressure. 	
Personal Qualities	<ul style="list-style-type: none"> - A keen interest in working with children with SEN and disabilities - Warm, caring, friendly and approachable for children and families. - Reliable. - Enthusiastic. 	

How to apply

To apply for this exciting opportunity please visit www.rainbowhub.org to download the application form or email k.gee@rainbowhub.org for a full job description and application form.

Only applications including the required form together with a CV will be considered.

Closing date for applications is Friday 18th June 2021. Interviews will be held during week commencing 28th June 2021.