

## Job description: Manager

**Abbotts Ann Nursery School,  
The War Memorial Hall,  
Duck Street,  
Abbotts Ann,  
SP11 7AZ**

Job title:	Manager
Responsible to:	Chair Person(s)
Responsible for:	Deputy, key workers, play workers, administrator, volunteers
Purpose of the job:	To provide safe, high quality education and care for early years children. To fulfil legal and statutory requirements. To lead and manage staff on a day-to-day basis. To contribute to and to implement early years policies. To ensure that all statutory, legal and setting obligations are followed and met.

**Safeguarding requirement:** Abbotts Ann Nursery School is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

### **Main duties:**

1. To lead a small team of Early Years practitioners with a supportive, diplomatic, democratic, respectful and empowering attitude and manner; ensuring all colleagues feel welcomed and valued in their place of work.
2. To ensure an inclusive and nurturing environment is provided at all times; one in which children are content and thrive because they are valued and celebrated for being the unique individuals that they are. To support independence and resilience by promoting and ensuring self-esteem through self-awareness and the encouragement of positive behaviour.
3. To ensure that the welfare, safety and wellbeing of all children is promoted at all times within the setting; that any child protection concerns are always acted upon appropriately and immediately; and to ensure all children's needs, opinions and wishes are respected. To be the settings Designated Safeguarding Lead (DSL), and to ensure the setting has a suitable and competent Deputy Designated Safeguarding Lead (DDSL).
4. To take responsibility for drawing up long-term, medium-term and sessional curriculum plans in collaboration with AANS colleagues, which take into account the requirements of the Early Years Foundation Stage (EYFS), and to monitor the effectiveness of the setting's curriculum; this may include working with external professionals.
5. To be responsible for ensuring a high quality of education and learning is maintained, ensuring that staff are properly deployed, and offer appropriate stimulation and support to the children attending the setting.
6. To work with the managing committee to ensure an appropriate action plan is in place which enables the setting to achieve and maintain a minimum good Ofsted rating at the next inspection.
7. To take responsibility for ensuring that performance management systems are in place and followed, e.g. induction, probation, supervision, team meetings, appraisals and objective setting.
8. To ensure that staff are appropriately supported to carry out their role effectively, including the Early Years SENCO.

9. To support colleagues in drawing up and supervising the daily programme of activities and events.
10. To be responsible for implementing and overseeing systems of observation and record keeping so that children's progress and achievements are effectively and regularly assessed; to monitor the effectiveness of assessment procedures.
11. To ensure the settings key person system is organised and colleagues are supervised effectively on a daily basis by working closely with settings Deputy Manager; to be responsible for monitoring the quality of teaching; to participate in staff appraisals, to identify in-service training needs; to support staff morale and wellbeing.
12. To ensure records are properly maintained and updated, e.g. the daily attendance register, accident and incident records.
13. To liaise closely with parents/carers, informing them about the setting and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
14. To ensure that Abbots Ann Nursery School is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills are regularly practised.
15. To support the safe setting up and packing away of the setting on a daily basis where necessary; as determined by the Village Halls equipment schedule.
16. To liaise with the managing committee, Ofsted services and other professionals as necessary and ensure that all legal and statutory requirements are implemented, and to provide reports as required.
17. To implement any recommendations made following regulatory inspections.
18. To contribute to and implement all the setting's policies and procedures including those relating to anti-bribery at work, confidentiality, equality and diversity, food safety, health and safety, register and signing out procedures, safeguarding, setting hygiene and whistleblowing. This is not an exhaustive list of the setting's procedures.
19. To support the treasurer in managing the petty cash system and to ensure that any systems for income collection or invoicing are followed.
20. To manage the intake of children and ensure all available spaces are full whilst remaining mindful to the needs of active children. To effectively manage ratios and liaise with the managing committee as soon as any changes need to be made.
21. To liaise with potential families and organise visits to AANS, and subsequent settling in schedules for registered families.
22. To be responsible for claiming EYE funding each term using Hampshire's Provider Portal, and to monitor all children's balance of hours carefully.
23. To be a CAF card holder responsible for purchases agreed by the treasurer in addition to purchasing snack on a weekly basis.
24. To ensure that children attending the setting receive a balanced and healthy diet.
25. To attend briefings provided by SfYC in addition to any conferences, training events or meetings, as identified by the managing committee and to keep up-to-date with current good practice.
26. To ensure that accurate and up-to-date record keeping systems are in place, e.g. children's records of progress and any behavioural and development reports, any safeguarding issues, health and safety issues, notes taken at staff supervision meetings, details of targets set and of

any performance concerns discussed.

27. To ensure that the setting complies with the General Data Protection Regulation and that staff receive appropriate training and guidance.
28. To undertake any other reasonable duties as directed by the managing committee in accordance with the setting's business plan/objectives.
29. To support the managing committee by providing them with sound guidance regarding the sector in addition to being an active participant in recruiting new members of staff and volunteers.
30. To oversee student placements and the attendance of pupils on work experience.
31. To ensure the workplace remains at all times a professional environment and one of mutual trust and respect regardless of position.
32. To ensure colleagues, where appropriate, receive their allocated PPA time and SENCo time on a regular basis.

**This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.**

## **Person specification**

### *Essential criteria:*

1. At least two years' proven experience of managing or supervising an early years care and education setting.
2. Level 3 early years education and childcare qualification or equivalent, and a commitment to obtaining a level 4 qualification.
3. Level 4 Safeguarding Lead certification/ Safeguarding for DSLs
4. Paediatric first aid.
5. Commitment to upholding a diplomatic and democratic work environment, ensuring all stakeholders know and feel they are valued.
6. Ability to ensure that the setting achieves and maintains at least a good Ofsted rating.
7. Sound understanding of child development, and of children's needs.
8. Ability to work collaboratively to plan and implement a pre-school curriculum, taking into account the SEN Code of Practice, child protection procedures and equal opportunities considerations.
9. Demonstrable and detailed knowledge of current legislation relevant to the early years.
10. Understanding of the Prevent Duty in the Counter-Terrorism and Security Act 2015, as it relates to early years settings.
11. Ability to comply with the requirements placed on the setting by the EYFS.
12. Ability to work with parents and families to encourage their involvement.

13. Ability to effectively market the setting to maximise occupancy levels and fee income whilst maintaining high standards of early years care and education.
14. Ability to effectively manage adult:child ratio's to ensure the wellbeing of our children and our staff.
15. Ability to effectively lead and manage a team of adults, including conducting performance management processes e.g. induction, supervision meetings, appraisals and setting objectives.
16. Demonstrate a commitment to continuously promoting a culture of safeguarding.
17. Commitment to equal opportunities and an understanding of equality and diversity issues.
18. Ability to write clear reports.
19. Knowledge of data protection and information management practices and their application within the setting.
20. Commitment to upholding strong relationships with the Village Hall Committee and wider community.

*Desirable criteria:*

1. Level 4 or above early years education and childcare qualification or degree.
2. Experience of claiming EYE funding through Hampshire's Provider Portal.
3. Experience and knowledge of using Tapestry.
4. SENCO qualification and experience.

*Essential demonstratable attributes:*

1. Friendly.
2. Compassionate and patient.
3. Nurturing and gentle.
4. Empathetic and kind.
5. Warm.
6. Enthusiastic.
7. Passionate.
8. Confident.

*Hours required:*

- Monday-Friday 0830-1530, term time only.
- Monthly staff meetings (usually 1800-1900).
- ½ termly AANS committee meetings (usually 2000-2200).
- Monthly village hall meetings (usually 1930-2030).

*Benefits:*

- A strong, friendly workforce who all share a mutual passion for working with young children whilst

maintaining their individual interests within child-development.

- A proactive and dedicated managing committee formed by passionate parents volunteering their time for the greater good of the setting.
- Uniform.
- Paid 30 minutes lunchbreak.
- Holiday allowance incorporated into monthly pay.
- Paid staff meetings.
- Access to tools to support CPD.
- Expenses for travel associated with attending training and meetings.

*Salary: From £12.20 an hour*

*Start Date: TBC*

**This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.**