

JOB DESCRIPTION

Nursery Manager

Salary:	Competitive salary, negotiable based on experience
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Background

<p>This is a fantastic opportunity for an experienced nursery manager to set-up and run nursery for a UK based educational charity based in Bradford, West Yorkshire. To work alongside the designated Operational Manager & staff in running a nursery that has an Islamic based ethos and Montessori learning methods.</p>
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Location

<p>This role will primarily be based at the Heaton Mount site in Bradford, with travelling to other Greensville Trust sites and external venues as and when necessary.</p>
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Principal Responsibilities

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| <ul style="list-style-type: none"> • Responsibility for the overall financial accounts, monitoring the children's occupancy. • Responsibility for the running and administration of the nursery with regards to the overall implementation of the most up to date Early Years government legislation. • Overseeing all staff in the Pre-school Room and Toddler Room. • Ensuring that all training received by staff has been imbedded in the nursery. • Working with QIO (Quality Improvement Officer) in making improvements in the setting. • Supporting Room Leaders. • Supporting staff with planning. • Safeguarding all children in the nursery. • Ensuring effective communication within the nursery. • Ensuring confidentiality is maintained in the nursery. • Supporting with supervision of staff and students. • Conducting regular staff assessments in the form of performance management. • Recognising training needs as well as monitoring training and developing teamwork. • Offering all children equal opportunities with regards to their cultural origins, gender, disabilities, linguistic background, racial heritage and faith. • Supporting and ensuring effective staff recruitment. • Supporting the Operational Manager in fostering a strong team ethic within the setting based upon the nursery's vision of organic, spiritual play and a strong Islamic Ethos • Implementation of the EYFS this includes lesson planning and creating individual play plans when necessary. • Monitoring each key child's individual progress with regards to the EYFS, through the EY Log. • Liaising with parents/ Carers and negotiation of working targets this includes addressing parent queries promptly and as efficiently as possible. • Ensuring that the Nursery is set up at the beginning of the day and ready for the next day. • Assisting the Operational Manager and other staff with the professional care and supervision of the children with regards to their spiritual, physical, emotional and intellectual needs. • Ensuring that the preparation, care and maintenance of the nursery setting and equipment are carried out according to the Nursery's Policies & Procedures and Risk Assessments. • Ensuring developmental records and observations are kept up to date. |
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- Attending regular staff training, parent's evenings and staff meetings.
- Delivering training to staff and supporting them in their professional development
- Helping to supervise children during outings, trips and functions.
- Positive management of children's behaviour.
- Keeping and monitoring accident, incident and risk assessment records.
- Supervising and mentoring Nursery Assistants, volunteers and students when requested.
- Being responsible for the upkeep of all toys in designated areas of the Nursery.
- Welcoming visitors and contractors to the Nursery and ensuring that security is maintained at all times.
- Providing feedback and sharing concerns with the colleagues regarding safeguarding or other important matters that concern the child or the nursery setting at whole.

Qualities of the ideal candidate

This is an excellent role for an experienced individual with the following qualities:

- At least a level 3 in Early Years Education or its equivalent.
- At least 2 years experiences working in the Early Years Sector in some form of leadership role (room leader/ deputy manager etc).
- Excellent interpersonal skills
- Influencing and relationship building
- Excellent planning and organising skills
- Striving for continuous improvement
- Proven track record of delivering results
- Excellent problem solving skills
- Highly organised
- Multi-tasker

How To Apply

To apply for this role, please send your current CV along with a covering letter detailing skills and experience in relation to the job description in no more than 1200 words, to: jobs@greensvilletrust.org.