



Little Diggers Montessori

Job Description: Nursery Manager

Job title: Nursery Manager

Salary: £33,000 - £42,000 (dependent on experience)

Our Mission: Our mission at Little Diggers Montessori is to empower children to develop and grow holistically. Engaging in a nature based environment with real, life enriching experiences which encourage curiosity and promote the joy of learning.

Our Vision: Our vision is to provide a Montessori education with an emphasis on outdoor learning.

Purpose of post

- Ensuring a high standard of physical, personal, emotional, social and intellectual education and care for all children in the nursery
- To ensure all children are safeguarded and their welfare and safety is promoted
- Supervision of and support to the team members within the nursery, thereby implementing high standards of quality practices
- The day-to-day management of the nursery including quality improvement and administration.

Key areas

- High standards of care and early learning of all children
- Team building and staff management
- Marketing and business development.

Responsible to

Otis Lindblom-Smith (Operations Manager) and Ellie Smee (Owner)

Main duties

- To promote the aims and objectives of the nursery
- To promote the high standards of the nursery at all times to parents, staff and visitors
- To ensure the provision of high standards of physical, personal, social and emotional care
- To spearhead the nursery safeguarding procedure to ensure all children are kept safe, well and secure and ensure all team members are able to do the same
- To understand the requirements under the Prevent Duty and ensure it is incorporated into the setting. Make sure staff are made aware of this and any action that is required is taken promptly
- To lead a team of professional workers and to ensure good practice at all times

- To plan and organise staffing schedules and holiday rotas to ensure adequate staffing levels are maintained in accordance with Ofsted
- To be aware of and act in accordance with current legislation, good practice, nursery policies and procedures
- To adhere to, and support all team members to understand and follow, the legal requirements of the Early Years Foundation Stage
- To follow and support staff to understand and implement the Early Years Foundation Stage
- To follow all relevant Acts including the Equality Act 2010 and the General Data Protection Regulation (regulation (EU) 2016/ 679) (GDPR) that relate to staff employment and record keeping
- To be responsible for all nursery staff, after school workers, cooks, cleaners, students and voluntary workers. Supervising and supporting all members of the nursery team in their day-to-day duties including recruitment and induction, appraisals and reviews, training and development, individual supervisions and discipline
- Ensuring that all staff have an up-to-date enhanced Disclosure and Barring Service (DBS) checks
- Supporting all team members to work in partnership with parents/carers and other family members
- Liaising with Ofsted
- Work with Ellie to oversee the efficient upkeep and maintenance of the building and grounds, stock of equipment, furnishings and fittings
- Work with company administrator for all administrative duties associated with the management of the facility, e.g. maintaining records on the children and their families, ordering equipment, maintaining an inventory, keeping personnel records
- Co-ordinating with appropriate agencies regarding trainee placements and supervising accordingly
- Co-ordinating and chairing staff meetings as appropriate including agendas and minutes
- Co-ordinate and plan termly, themed parental events
- Establishing and maintaining effective communications links with other agencies
- To instigate the development and implementation of systems to monitor and record child development
- To be responsible for the overall health and safety standards within the nursery and ensuring staff compliance and awareness, including training where appropriate
- To oversee that the agreed high standards of hygiene and cleanliness are maintained at all times
- To ensure the provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history
- To provide all team members with the support and resources required for the early identification and intervention for children with possible special needs
- To report back to the Ellie as required with information relating to finance, quality of the provision and anything else deemed necessary
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time-to-time by Ellie.
- HR duties such as recruitment, supervisions & appraisals, & disciplinaries.

This job description works alongside those of all other personnel. The nursery manager's responsibility is to ensure that the staff team are working to their full potential and implement support programmes and training according to individual needs to achieve this.

Staff Perks

- Paid Lunch Breaks
- Sick Pay
- Free Childcare
- Inset days
- Funded CPD Training
- Birthdays off
- Staff Socials
- Annual Bonuses
- Additional Leave Each year of service