

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title	Nursery Manager
Grade	Manager
Faculty/Department	Nursery
Reports to	Head of Estates

Position summary

To lead and support the nursery team to deliver quality early years provision compliant with all relevant legislation, meeting customer requirements and business objectives.
To ensure the continuation of the partnership relationship with the City of Edinburgh Council and maintain appropriate grades with Care Inspectorate and HMIE.

Line management responsibilities (if applicable)

- To provide direct line management for the Team.
- To set objectives for the Team through Staff Development and Performance Review and monitor and support progress and achievement.
- To ensure motivation and development of staff through effective communication, coaching and training.
- To enhance the management skills of the relevant senior staff through a combination of training, coaching and mentoring.
- To recruit, select, induct and plan ongoing development of the nursery team.
- To monitor and implement performance management within the nursery team, in conjunction with HR if required
- To monitor and manage absence and implement the HR processes regarding absence
- To manage and support the provision of in house and external training required to meet SSSC registration for the nursery team.
- Develop and provide training resources to enable the nursery team to deliver a quality early years' experience for the children and families using the service
- To develop Job descriptions and person specifications for any new roles within the nursery
- To ensure that all staff within the nursery team are able to access the required training

necessary for the daily operation of the nursery.

Main duties

Duties/responsibilities (Note: it is helpful to organise these into sections)

Managing Resources:

- To ensure that the Nursery accommodation and equipment are used effectively.
- To manage, monitor and implement all college and nursery policies, procedures and plans.
- To ensure that the Nursery environment is compliant with current Health and Safety legislation.
- To ensure that regular planned maintenance is in place and carried out to maintain the nursery building and equipment

Managing Information:

- To provide relevant, accurate and timeous information to Senior Management as required.
- To ensure records of liaison activities with partner agencies are maintained.
- To ensure that all necessary records are properly maintained in accordance with relevant legislation.
- To ensure that the nursery information management system is maintained in accordance with the Data Protection Act 2018
- To ensure that all required reporting is done in a timeous manner to the Care Inspectorate
- To ensure that the nursery remains compliant with Duty of Candour
- To work with partner agencies to support children with additional support needs, contribute to the educational plans of these children and ensure that information is shared and secured appropriately

Managing Finance:

- To manage the Nursery budget and enter discussions about the setting of the budget with the support of the Finance team
- To ensure College and/or relevant financial procedures are implemented.
- To ensure that all Nursery purchases conform to College procurement practices.
- To oversee the spending of grants from the City of Edinburgh council
- To source and apply for the provision of applicable funding to support the development of the early years provision at the nursery and to support any requirements for individual funding
- To manage the spend of the nursery budget while ensuring that essential resources are planned for and purchased accordingly
- To source and plan fundraising opportunities for the nursery
- To ensure adequate funding is available within the nursery budget for all mandatory training required for daily operation of the nursery

Planning:

- To lead the development of the Educational Development Plan.
- To develop and implement an annual external liaison /marketing plan to ensure optimum occupancy levels.
- To ensure all Curriculum planning and development in the nursery is reviewed, implemented and evaluated
- To write and implement the standards, quality and improvement plan each year and submit to the City of Edinburgh council for approval
- To set the vision, values and aims of the nursery in conjunction with service users and team members and ensure that these are regularly reviewed and are part of daily nursery life
- Work with partner agencies to identify, support and plan for children with additional support needs and ensure provision is in place for these needs to be met

Managing Promotion:

- To maintain and develop relationships with external agencies and partner Colleges.
- To support internal staff and develop their practice to allow them to apply for promoted roles

Managing Operations:

- To lead the Nursery's self-evaluation process and monitor the achievement of the Standards, Quality and Improvement (SQIP) plan.
- To develop and implement staff rotas to meet the needs of the service.
- To manage all Nursery administration tasks and delegate appropriately.
- To ensure that policies and procedures are implemented by staff and to review and update these policies and procedures as necessary.
- To ensure the Nursery operates at the required standards for inspection by HMIE (Education Scotland) and the Care Inspectorates and that any requirements or recommendations are addressed or followed up.
- To ensure that Child Protection and other relevant procedures are followed when appropriate and that any concerns are reported immediately.
- To ensure the safety, security and well-being of all the children registered with the nursery.
- To ensure that all contractual obligations for an Education Partnership Nursery are adhered to.
- To provide an inclusive early years' experience for all children including meeting the needs of those with additional support for learning requirements.
- To work with the college Childhood Practice team to support and develop the college provision of early years qualifications.

Knowledge/Qualifications

Essential:

- Recognised childcare qualification – SCQF Level 9/ Early Years Degree/BA Childhood Practice
- SSSC Registration
- Evidence of professional development since qualifying

Desirable:

- Management related qualification
- Essential

Experience

Essential:

- Minimum of 5 years' experience, of which 3 years must include management of staff in a similar childcare setting.
- Experience of planning, record keeping and assessment for children aged 0-3 years.

- Knowledge of the pre-birth to 3 documents
- Experience of planning a suitable curriculum for 3-5-year olds, and a sound working knowledge of the Curriculum for Excellence
- Experience of the Care inspectorate/HMIE inspection process and requirements with regard to this.
- Experience of budgetary controls and procedures
- Experience of Child Protection procedures and their implementation
- A wide knowledge of current childcare practice

Desirable:

- Experience of recruitment policies and procedures and monitoring of new staff

Abilities/Skills

Essential:

- Ability to communicate effectively with staff, parents and children.
- Appropriate ICT skills
- Effective decision-making skills
- Good time management and organisational skills
- Ability to work flexibly and respond to change
- Results-orientated approach to work
- Excellent people leadership skills
- Ability to effectively juggle multiple tasks

Desirable:

- Effective project management skills
- Knowledge of FE/student culture
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Other role related requirements

Essential:

Date Completed

June 2022

Authorised (Head of Faculty/Department)

Reviewed/updated on

