

ROLE PROFILE FORM

Data Protection Act 1998. The information you provide on this form is to enable Hampshire County Council to evaluate the role. The information may also be used, in full or part, to support other processes such as performance development review, induction, recruitment and training and development. The information will be stored electronically and in hard copy format and made available to only to Hampshire County Council staff and trade union representatives involved in these processes. Any data required for statistical/research purposes will be depersonalised.

Role Profile Form Number: 02512

- 1. DEPARTMENT: Children's Services**
- 2. SECTION: Schools**
- 3. GROUP/SPECIALISM Nursery**
- 4. ROLE TITLE IN FULL : Senior Nursery Manager/ Nominated Individual**
- 5. SAP ROLE TITLE: Senior Nursery Manager**
- 6. NEW PROFILE Yes**
DATE OF COMPLETION 17 April 2007
- 7. REPORTS TO Headteacher/School Leadership Team**
- 8. ROLE PURPOSE :**

To provide leadership and management of the nursery to ensure resources are deployed to deliver a high quality of childcare in accordance with County Council policies and Ofsted national guidelines.

To manage the nursery operations and finances to ensure the Nursery meets budget and quality childcare targets.

Work in partnership with all stakeholders to provide information and promote excellence in provision of childcare service and wellbeing of children.

9. ORGANISATION

Nursery Governors Committee

Senior Nursery Manager

Deputy Manager/Senior Early Years Practitioners

Finance/Admin Assts

Other Nursery Staff (Early Years Practitioners/Early Years Assistants)

10. Accountabilities

Management of Service delivery

- Be directly accountable to governors and the local authority, working in partnership on the strategic direction and ongoing improvements in the nursery.
- Be the Nominated Individual registered and accountable to Ofsted.
- Lead, manage and take overall responsibility for the planning, development and service delivery of the nursery, creating and sustaining an environment which ensures all children receive a high standard of care and stimulation to achieve their full potential within a safe, caring and friendly atmosphere
- Ensure the effective daily management of the nursery to a high standard and in accordance with current legislation, including the adherence to policy and procedures that are regularly reviewed
- Plan, implement and evaluate a suitable curriculum of activities to ensure that the physical intellectual, emotional and social needs of each child are met.
- In consultation with the Nursery Governors Committee, formulate the overall aims and objects for the nursery and policies for their implementation.
- Establish and implement appropriate Child Protection policies and procedures and take responsibility and remedial action if there is cause for concern about a child.
- Represent the nursery at internal and external meetings, working groups, etc,
- Develop and maintain knowledge of current developments and issues in childcare, early years education and public health and use such knowledge to develop nursery practices.
- Ensure the proper provision of meals and drinks consumed at the nursery
- Act a primary key holder for the nursery, liaising with the Senior Site Lead and maintenance team of any repairs and maintenance required to the internal and external fabric of the building.

Management of Staff

- Recruit, select, train and support staff through appraisal and staff development initiatives to encourage a well motivated and developed staff working for the nursery.
- Manage, lead and develop nursery staff by providing regular performance reviews and feedback,

HAMPSHIRE COUNTY COUNCIL

- on the job training and encouragement to achieve vocational qualifications
- Motivate and lead the nursery team in developing best practice and policy and providing quality service delivery to children, parents and other stakeholders (outside agencies, school, governors etc) to ensure nursery objectives are achieved.
- Have responsibility for discipline and grievance in accordance with Hampshire County Council employment policies and any secondment agreements.
- Ensure that staff employed or enabled to work (agency or casual staff) in the Nursery are sufficiently experienced, competent and qualified to ensure that they can effectively and safely fulfill their role, and that all appropriate checks (e.g. medical, DBS) are undertaken.
- Ensure that all staff are aware of their accountabilities and responsibilities.
- Ensure adequate cover arrangements are made for the management of the nursery in the absence of the Nursery manager and other senior members of staff.
- Ensure the appropriate staff to child ratios are maintained at all times in the nursery
- Participate in the training of students and other workers where relevant

In Partnership with parents

- Develop and maintain relationships with parents as partners in their child's care, development and learning;
- Make, and co-ordinate senior staff in making, home visits including home visits to build an understanding of special needs
- Liaise with parents on the care, progress and well-being of their child.
- Encourage parental involvement in the nursery
- Attend meetings of parents, including those with elected parent representatives
- e.g. Nursery Governing Committee
- Be the main contact point for all external agencies, school management and parents including direct handling any parent concerns or complaints.
- Conduct regular reviews of a child's development with parents, involving other nursery staff, and if appropriate, outside professionals
- Develop and promote opportunities for parents and volunteers and new job seekers to work/gain experience of nursery child care.

Resource Management

- Operationally manage all premises and property
- Withdraw any potentially dangerous or harmless equipment or toys amend arrange for repair or proper disposal.
- Select and order toys, stationery, materials and other supplies and arrange for replacement items.
- Deal with and co-ordinate all suppliers, service providers and maintenance contractors to ensure nursery is operated and maintained to the required standards and within budget

Finance and Administration

- Manage the regular invoicing and co-ordinate with voucher providers and early years funding to ensure correct billing
- Ensure the nursery operates within the agreed budget achieving both fee income and expenditure targets.
- Manage the nursery within budget

HAMPSHIRE COUNTY COUNCIL

- Manage the general administration of the nursery maintaining accurate records of all aspects of service delivery in accordance with statutory requirements and best practice.
- Collate and analyse data providing performance management reports as required.
- In consultation with Nursery Governors Committee, and senior line manager, devise the nursery marketing and development plan and provide input to the business plan and budget.
- Build, monitor and develop partnerships between the nursery, outside agencies and County Units and participate in regular meetings in order to produce effective working partnerships.
- Proactively market and promote the Nursery's service delivery establishing communication systems to ensure information exchange and partnership with local stakeholders.
- Ensure that all staff understand and maintain confidentiality in dealing with children, families and records.
- Ensure effective communication systems are in place for staff, parents and other agencies.
- Order equipment etc within budget constraints.
- Ensure the nursery charging policy is communicated to parents and deal directly with any problems over hardship, late payment etc
- Be responsible for the management and allocation of places on the nursery waiting list, in accordance with County Council policy
- Develop and implement the marketing plan for the Nursery
- Organise the publicity of the nursery including open visits from prospective users
- To complete all necessary records on each child including those required by Social Services
- Ensure effective communication with Nursery Governors and Senior Leadership in the school and attend staff meetings as necessary.
- Attend all Nursery Governors meetings.
- Ensure that information about best practice and services is disseminated widely amongst nursery staff and key stakeholders (parents, school, governors, partners/agencies, County).
- Provide regular reports to management committee on centre's development.
- Cascade training from EECU to nursery staff to ensure staff are updated on best practise

Health, Safety and Welfare

- Monitor and ensure high quality health, safety and security standards are maintained in the nursery at all times
- To acquire and maintain a high level first aid qualification and provide immediate first aid and comfort to sick or injured children
- Manage the Nursery's practice and environment to ensure that it meets inspection requirements including OFSTED, Health and Safety and Financial Audit.
- To ensure the health, safety and welfare of all users of the nursery, including adequate provision for first aid.

Corporate and statutory initiatives - equalities/health and safety/e-government/sustainability

- Comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
- Communicate the Health and Safety policy, procedures and guidelines to all employees under the management/supervision of the post holder.
- Monitor compliance with the policy, procedures and guidelines and keep appropriate records where required.
- Comply with the Council's Equal Opportunities Policy and to ensure that it is implemented within the service area and amongst employees within the remit of the post.
- Be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post.
- Comply with the Council's Data Protection Policy and Code of Practice within the service area and amongst employees within the remit of the post.

11. Key Decision Making Areas in the Role

- All recruitment and selection of staff
- Staff organisation, deployment and work allocation
- Decide on curriculum content and learning experiences across the nursery age ranges, and devise methods, environments and resources.
- Make all purchasing decisions (in consultation with Finance Manager and Nursery Governors Committee for major expenditure).
- Identify and resolve (in consultation with site team) all building defects
- Identify and withdraw potentially dangerous toys and equipment and arrange for repair disposal
- Assess progress on the development of individual children and take action on any concerns
- Decide and allocate places on Nursery waiting list
- Assessment of staff (including verification of NVQ training if at assessor level)

12. Role Dimensions – financial (e.g. budgets) and non-financial units (e.g. workload, customers/staff)

- Work closely with the school's finance team to manage the nursery budget
- Full-time day care nursery in operation 5 days per week (8am to 6pm) and 51 days per year
- Age range in Nursery 3months to 5 years with curriculum including 'Birth to3 Matters' and 'Foundation stage' (up to 5 years)

HAMPSHIRE COUNTY COUNCIL

- No. of pupils in nursery e.g. 40 plus places
- No of staff depends on size of nursery - 3-5 direct reports with 20+ overall staff in nursery

13. Main Contacts – external/internal customer contacts and purpose

Children	-	Daily
Parents	-	Liaise over the progress/development needs of their child Deal with any concerns/complaints Communicate policies, fee increases, changes in service
Nursery staff and other service providers	-	Daily- deploy, allocate work, discuss pupils etc.
County Departments (e.g. EECU)		Input to subgroups, strategy development, partnership working, grants, networking
Nursery Governors Committee	-	Regular reporting, policy review, fee levels, childcare initiatives
Other agencies e.g. Social Services	-	liaise over records, adherence of regulations covering nurseries, attend meetings
Colleges/training organisation		Teaching and assessing/ apprenticeships
Voluntary, community and private agency groups		Influencing, strategy development, networking, partnership working

14. Working Conditions – environmental and physical factors, physical effort or strain and frequency of occurrence

Flexibility in working hours to suit the operation of the nursery

Exposure to bodily fluids – nappy changing, vomit etc

Bending. stretching and working at low levels eg on the floor

Moving and handling babies, furniture, equipment

15. Role requirements for operational effectiveness

- Minimum of NVQ 4 qualification with a commitment to working towards a minimum of NVQ 5 or equivalent qualification (eg relevant degree level qualification (e.g. BA Foundation in Childcare), or other relevant professional qualification equivalent)
- At least 8 years post qualification experience in nursery childcare 3 of which must have been with direct experience of managing a nursery setting.

HAMPSHIRE COUNTY COUNCIL

- Leadership skills to manage, inspire and motivate staff team of mixed experience and qualifications.
- Managerial judgement including the ability to achieve objectives, support a team and manage the reputation of the nursery.
- Skills and ability to promote an environment that safeguards and protects children
- Proven expertise in child development and the curriculum of 'Birth to 3 Matters' and 'Foundation Stage'
- Experience of recruitment, induction, supervision and appraisal of staff volunteers
- Experience of working with parents
- Experience of working with other partnerships and out side agencies
- Demonstrate a commitment and drive to working in developing a nursery setting to its potential
- Evidence of being a key influencer in nursery development e.g. close involvement with EECU, County Nursery Network, local pre and primary school clusters
- Understanding of the principles of budget preparation and financial management
- Experience of preparing management reports and risk assessments
- Experience of setting and meeting targets within a performance management framework
- Presentation skills
- Good communicating skills –both written and verbal

16. Context/Additional Information

- Working with very young children – can be emotionally and physically challenging.
- To perform any other duties as may time to time be reasonably required.