

HAMPSHIRE COUNTY COUNCIL

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.

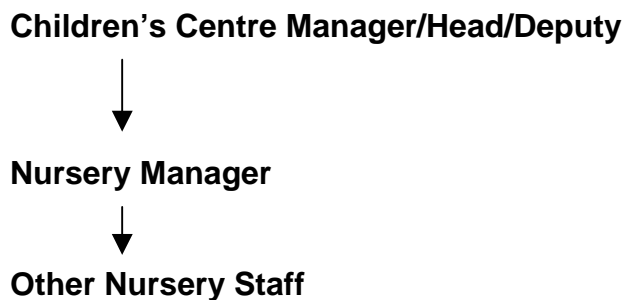
Role Profile Form Number: 02321
Role Profile Date: 26//04/07

- 1. DEPARTMENT:** Children's Services
- 2. SECTION:** Early Education & Childcare Unit/Schools
- 3. GROUP/SPECIALISM:** Children's Centres/Nursery
- 4. ROLE TITLE IN FULL :** Nursery Manager
- 5. SAP ROLE TITLE:** Nursery Manager
(see Guidance Notes)
- 6. NEW ROLE PROFILE DATE OF AMENDMENT**
17 April 2007

7. REPORTS TO: Centre Manager / **Headteacher/ Deputy Headteacher**

8. ROLE PURPOSE:
To manage the nursery to provide a high quality Early Years provision within a stimulating, caring environment that is physically and emotionally secure, in accordance with the Children Act 2004 and all relevant legislation.

9. ORGANISATION



10. ACCOUNTABILITIES

Management of service delivery

- To ensure safety, security and well-being of all children registered with the nursery
- To ensure the effective daily management of the nursery in accordance with current legislation, including the adherence to policy and procedures that are regularly reviewed
- To ensure high standards, ratios and conditions of registration are maintained at all times
- To maintain and develop the ethos of the nursery by ensuring the provision for Early Education and Childcare is central to the centre's aims
- Formulate, operate and evaluate service delivery through a rigorous system of self-evaluation and reflection
- Create and sustain an environment which ensures all children receive a high standard of care and stimulation enabling them to achieve their full potential
- To work as part of a multi-agency team and establish, develop and maintain professional working relationships with families and all external agencies
- To represent the nursery at internal and external meetings
- To maintain an active role in the delivery of the care and education of all children in their setting
- Monitor and ensure high quality health, safety and security standards are maintained in the nursery at all times
- To act as a primary key holder
- To work closely with the Centre Manager / School Leadership Team regarding the day-to-day operational effectiveness of the nursery as part of the centre / school
- To ensure effective communication systems are in place for staff, parents and other agencies.
- To keep up to date with current thinking related to working with children and families.
- To develop, in conjunction with the Children's Centre Manager/Headteacher/ School Leadership Team, effective childcare arrangements across the centre /school through day care and crèche facilities.

Partnership with parents

- To establish effective partnerships with parents and to develop an understanding of the diverse needs of families and communities.
- To carry out home visits, as appropriate, as part of a multi agency team in line with the centre outreach programme as required
- To develop and maintain relationships with parents as partners in their child's care, development and learning.
- To provide a range of relevant opportunities for parental support and involvement.

Management of staff

- To ensure all nursery staff are recruited, inducted, trained, motivated, appraised and developed in a positive and effective manner, with support of Headteacher/School Leadership Team or Children's Centre Manager and administrative staff as appropriate, taking account of all statutory and county council requirements to ensure that they fulfil the provisions of their job description.

Finance and Administration

- To work closely with Centre Manager / Leadership Team and Finance Officer regarding financial management of the nursery in line with the nursery's allocated budget.
- To ensure that policies and procedures for the nursery are in place (e.g. nursery fees/charging policy, requirements for admission) and communicated to parents including advice regarding financial support as appropriate.
- To keep records of attendance and waiting lists and share information with other staff as appropriate to enable successful business planning in conjunction with Headteacher/School Leadership Team/Centre Manager.
- In conjunction with the Centre Manager / Leadership Team and office staff, to allocate places and waiting lists in accordance with centre policy
- Maintain or ensure the maintenance of accurate and up-to-date records for all children including attendance registers, fee registers and medical cards, emergency contact numbers etc
- To promote the nursery & centre as a facility within the community through appropriate marketing strategy e.g. centre information pack.
- Provide reports as required e.g. Partnership Boards/Committees.

Resources

- To withdraw and potentially dangerous or harmful equipment or toys and arrange for their proper disposal
- To select and order toys, stationary, materials and other supplies and arrange for replacement items for those disposed as necessary

Health, Safety and Welfare

- To monitor and ensure the maintenance of high quality health, safety and security standards in the nursery
- To ensure that accidents are attended to as a trained first aider immediately

11. Key Decision Making Areas in the Role

- Appointment/Development of Staff: in line with recruitment policies and budget.
- Nursery Operation & Staff deployment e.g. rotas, staff cover.
- Meeting of individual needs: decide on learning experiences and devise methods, environment and resources
- Resources: identify and report building defects
- First Aid (minor): take remedial action as appropriate

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- Waiting list (for entry to nursery): allocate places in conjunction with the School Leadership Team / Centre Manager working in line with the nursery admissions policy.
 - Child protection
- 12. Role Dimensions – financial (e.g. budgets) and non-financial units (e.g. workload, customers/staff)**
- No of staff: 7-20
 - Number of children registered for: 26-150
 - Parents and families
 - Budget: £100 - £200,000 (but not overall responsibility for budget – this is held by Head/School Leadership Team/Children’s Centre Manager but Nursery Manager works in conjunction with line manager)
 - Other Children’s Centre/School staff
- 13. Main Contacts – external/internal customer contacts and purpose**
- Children: daily
 - Parents: daily, to liaise over the progress/development needs of their child as required
 - Nursery staff: daily, deploy, allocate work, discuss children
 - Centre/School Staff: Daily, Centre Manager/Leadership Team, Family Support & Outreach Worker, Administrative Assistants, Finance Officer, Caretaker, Cleaners
 - Other agencies e.g. Health, Social Care: liaise over records, adherence of regulations covering nurseries, attend meetings.
- 14. Working Conditions – environmental and physical factors, physical effort or strain and frequency of occurrence**
- Exposure to bodily fluids: nappy changing, vomit etc
 - Bending, stretching and working at low levels e.g. on the floor.
 - Moving and handling: Babies, furniture, equipment
 - ICT
- 15. Role requirements for operational effectiveness**
- Previous experience of working with the age range of children at least at Deputy Nursery Manager level
 - Hold appropriate qualifications e.g. entry with a minimum level 3 or equivalent but with a commitment to work towards a minimum of NVQ 4 qualification
 - To acquire and maintain an appropriate first aid qualification and provide immediate relief and comfort to sick or injured children
 - Previous experience of managing staff
 - Understanding of policies, procedures and Government legislation relating to the operating of the Early Years curriculum
 - Able to meet the needs of individual children and their families needs and foster their development, independence and self-reliance
 - Demonstrate an understanding of the needs of families and the local community
 - Liaise with other professionals/agencies, keeping appropriate records

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- Demonstrate how the nursery is contributing to improving outcomes for children as outlined in Every Child Matters
- Sound understanding of the role of children's centres as part of extended services in meeting the needs of local communities, where appropriate
- Ability to communicate effectively with a range of audiences and through a variety of approaches
- Well organised, good time management skills
- Willingness to continue with own professional development.

16. Context/Additional Information

- To ensure the health, safety and welfare of all users of the nursery including adequate provision for first aid
- To perform any other duties as may from time-to-time be reasonably required, particularly when related to the further development of an integrated service for children and families.