

**VACANCY – NURSERY MANAGER**

Start date: 23/04/2018

Full time post: 8.30am-3:15pm

Week days, term time.

**Our Mission Statement**

**To create a child centred safe learning environment which is underpinned by the spiritual wellbeing of each child; focusing on children’s interests as well as the environment that surrounds them**

Taqwa Nursery currently has a vacancy for a Nursery Manager. The successful candidate will have (at minimum) a nationally recognised, full and relevant Level 3 qualification in Childcare such as:

* Level 3 Diploma for the Children and Young People’s workforce
* Level 3 Early years Educator
* A foundation degree in Early Years related subjects
* A degree in Early Years, Childcare, Child Development or relevant related subject

(If you are unsure that your qualifications meet the requirements or are equivalent to the above, please check on the Department for Education website)

**Main Responsibilities and Duties:**

The Nursery Manager will provide care for children aged 2-4 years, in line with Health and Safety, Safeguarding and all other relevant policies and procedures and in line with the Early Years Foundation Stages curriculum.

The following list of Duties and Responsibilities is in no way exhaustive, changes could be made to this list as the need of the cohort changes and at the discretion of the Board of Trustees:

The Nursery Manager will have responsibility for the daily running of the Nursery whilst adhering to the Policies & Procedures of the Nursery and the terms of the Board of Trustees.

Ensuring compliance with the Children Act, Health and Safety legislation, Fire Safety legislation, National Safeguarding legislation and the EYFS curriculum all within the requirements and guidelines laid down by Ofsted and the National Standards of Early Education.

Ensuring confidentiality is maintained in the Nursery, encompassing children documentation, staff/service provider and volunteer documentation and financial documentation relating to the Nursery.

Having key-holder responsibility, and ensuring the general maintenance of the buildings and grounds. To report any such aspects that breach Health and Safety and Fire Safety legislation to the Board of Trustees for effective and efficient improvement.

Offering all children, staff/service providers equal opportunities with regards to their religious persuasion, racial origins, gender, disabilities, cultural or linguistic background and in particular; challenging situations where racism or discrimination is displayed.

Ensuring effective and safe staff recruitment. Supervision of staff and students, conducting regular staff assessments, recognizing training needs, monitoring training and developing teamwork. Organizing regular staff meetings and in-service training.

Care and supervision of the children with regards to their physical, emotional, intellectual and spiritual needs.

Supervision and checking of the planning and preparation of activities to develop all aspects of the child's individual development in a stimulating atmosphere. Ensuring developmental records and observations are maintained accurately and that parents/guardians are notified of developments/developmental delays regularly.

Ensuring that the preparation, care, cleanliness and maintenance of the nursery playrooms, kitchen and equipment are carried out according to the Policies & Procedures and to ensure that accurate Risk Assessments are carried out daily.

Administration and finance of all nursery activities as directed by the Board of Trustees to manage budgets, and keep accurate records of staffing, payroll, banking, petty cash, fundraising and all other activities as requested. Issue of invoices and collection of payments, and meeting agreed targets.

Liaison with parents/guardians and negotiation of working targets ensuring effective communication within the Nursery.

Ensuring a tier system of management is in place and that duties are delegated fairly. Maintaining staff ratios and ensuring staff are deployed effectively to carry out the correct preparation of snacks/lunches, nappy changes, laundry duties and supervision of meals.

Keeping and monitoring accident, incident and Risk Assessment records.

Arranging regular parents' evenings, publicity opportunities, open weekends and children's outings and ensuring effective marketing, through professional and accurate prospectus designs and websites, ensuring they are updated as and when required.

Ensuring the effective and regular removal of waste materials to the designated area and ensuring regular collection of that waste.

Any other duties appropriate to the post as directed by the Board of Trustees.

If you are interested in the role, please contact the Nursery on 07835703018; or via email on [taqwanursery@gmail.com](mailto:taqwanursery@gmail.com) and we will send out an application form.

Successful applicants will be shortlisted for interview. All applications are subject to an Enhanced DBS check and follow up of References.