



Quaggy Development Trust Job Description

Job Title: Nursery Team Manager
Responsible to: Early Years Lead.

Purpose of job

To work in partnership with parents to provide consistent high quality, non-discriminatory childcare and early education which meets the needs of each individual child and family, enabling each child to reach their full potential and achieve a good self-image.

To be responsible for delivering a well planned, caring and stimulating environment (indoors and outdoors) in line with the Early Years Foundation Stage and Ofsted Statutory requirements.

To assist the Senior Leadership Team in all work throughout the centre.

To undertake a management responsibility.

Main tasks/duties

1. To ensure consistent high quality childcare is delivered daily.
2. To develop and maintain excellent communications with parents/carers, encouraging them to participate in their child's learning and development.
3. To discuss with parents/carers their child's daily records.
4. To promote the development of each child by provision of appropriate play and learning experiences. This includes work with individual and groups of children as appropriate to their development, age and interests, ensuring that each child has access to a broad, balanced, relevant and differentiated curriculum. This will be in partnership with the child's key person.
5. To take responsibility for children in both indoor and outdoor areas, providing appropriate levels of support and supervision.
6. To support staff in writing personal learning plans, coordinate record keeping and liaise with parent/carers and other professionals.

- 7.** To be a key worker to a group of children.
- 8.** To co-lead the planning and organising of daily children's activities with other members of the team.
- 9.** To support the Early Years Lead in managing, collecting and monitoring information/data relating to the key worker system.
- 10.** Ensure that the highest standards of safety, security, hygiene and cleanliness are maintained at all times within the Nursery.
- 11.** Assist with the organisation of and attend regular staff meetings, appropriate training sessions and INSET Days
- 12.** To line manage staff and students by providing appropriate supervision.
- 13.** To ensure that the policies and procedures are implemented and up to date for the range of services. This will involve writing amendments, training staff and volunteers. This is particularly relevant to the effective implementation of Quaggy Developments Trust's equal opportunities policy and safeguarding policy.
- 14.** To participate in putting such policies into practice ensuring that Ofsted and national day care standards are met.
- 15.** To assist and support the Senior Leadership Team in the long term management of the centre through the centre development plan.
- 16.** To manage the centre in the absence of the Senior Leadership Team. Ensuring that all security and safety systems are always fully operational and used properly by staff.
- 17.** To promote the smooth running of the Nursery by working with the Senior Leadership Team in providing the effective day-to-day management of the Nursery. Including, but not limited to, organising staff shifts, rota's of breaks and lunch times, absence and sickness, opening and closing, health and safety checks, and key administrative tasks.
- 18.** To liaise with outside agencies.
- 19.** To ensure the effective running of high quality Children's Centre activities e.g. crèches, training, and stay & play sessions.
- 20.** To administer basic first aid to participants at the Nursery and centre.
- 21.** To support the Early Years Lead in the day-to-day running and management of the centre and deployment of staff.
- 22.** To work in partnership with parents, other practitioners/agencies for the implementation of the Early Help Assessment (EHA), Information sharing and Lead Professional aspects of integrated working.

Person Specification

Short Listing Criteria: E = Essential D = Desirable

Experience	
<ul style="list-style-type: none"> • 3 years key worker experience 	E
<ul style="list-style-type: none"> • Experience of working effectively in a team. 	E

Knowledge, skills and ability	
<ul style="list-style-type: none"> • Understanding of a Key worker system. 	E
<ul style="list-style-type: none"> • Record keeping of a child's learning and development. 	E
<ul style="list-style-type: none"> • Curriculum planning using the Early Years Foundation Stage Document 	E
<ul style="list-style-type: none"> • A sound knowledge of child development 	E
<ul style="list-style-type: none"> • Sound understanding of anti-discriminatory, equal opportunities and child protection policies 	E
<ul style="list-style-type: none"> • Knowledge of the Early Years Foundation Stage. 	E
<ul style="list-style-type: none"> • Knowledge of Ofsted, the 14 standards and inspection process. 	D
<ul style="list-style-type: none"> • Able to lead, supervise and support staff, while fostering their development 	E
<ul style="list-style-type: none"> • Excellent communication skills, through a variety of mediums. 	E
<ul style="list-style-type: none"> • Ability to plan and organise children's activities in a team environment 	E
<ul style="list-style-type: none"> • Ability to develop good relationships with parents/carers. 	E
<ul style="list-style-type: none"> • Able to work with children and families with differing needs from a variety of backgrounds 	E
<ul style="list-style-type: none"> • Ability to carry out administration tasks 	E
<ul style="list-style-type: none"> • Able to contribute to writing and reviewing policies 	D
<ul style="list-style-type: none"> • Ability to manage & monitor staff and systems 	E
<ul style="list-style-type: none"> • Good IT skills 	E

Education	
<ul style="list-style-type: none"> • NNEB, BTEC or other child care 	E
<ul style="list-style-type: none"> • Experience of working effectively in a team. 	E

Equality & Diversity	
<ul style="list-style-type: none"> • A good knowledge and understanding of equalities and diversity issues, with a commitment to an inclusive approach to working with service users. 	E
<ul style="list-style-type: none"> • Commitment to adhere to the Quaggy Development Trust policies and procedures. 	E

Hours: 37.5

Location: Quaggy Children's Centre, Orchard Hill, SE13 7QZ

Holiday entitlement: 25 days a year (3 of which must be taken during December when the Trust is closed)

This post requires an enhanced DBS check

QDT operates an Auto-enrol pension scheme.

Education

Recognised child care qualification

- A commitment to completing the Early Years Foundation Stage Degree followed by the Early Years Professional Status. **E**

Hours: 37.5 hour week

Holiday entitlement: 25 days a year and bank holidays

Location: