#

JOB DESCRIPTION

**Job Title:** **Beacon Nursery Manager**

**Name:**

**Main Job Purpose:** To be responsible for and to oversee the day to day management, staffing, organisation and smooth running of the Nursery. Ensuring a high standard of physical, emotional, social and intellectual education and care for children placed in the Nursery to meet Organisation and Professional Bodies Standards.

**Responsible to:** The Chief Executive

# Main Responsibilities:

1.To provide a high standard of quality care and education; creating a welcoming and family friendly environment

2. Be aware of and act in accordance with current legislation, policy and procedures;

3. To be responsible for all nursery staff, cook, cleaners, students and voluntary workers. Supervising and supporting all personnel within the Nursery in their day to day duties including recruitment and induction, appraisal, training and development, individual supervision and discipline;

4. Working in partnership with parents / carers and other family members;

5. Liaising with the Local Authority and other professional bodies associated with the Nursery;

6. Overseeing the efficient upkeep of the department / stock of equipment, furnishings and fittings;

7.Being responsible for all administrative duties associated with the management of the facility.

8.Being responsible for the collection, recording and banking of fees together with administering a petty cash budget;

9. Coordinating with appropriate agencies regarding trainee placements and supervising accordingly;

10.Market and advertise the Nursery as necessary to ensure the Nursery runs to its full capacity.

11.To effectively manage and utilise financial allocations

# PERFORMANCE STANDARDS

Performance will be up to standard when:

1. High Standards attained on OFSTED Inspections and a relaxed / family friendly setting.
2. Ensure that all services meet legal requirements by planning, monitoring and implementing essential policies and procedures.
3. Helpful advice, support and guidance is provided to all members of the Staff Team to facilitate greater understanding of nursery related issues. Interviewing job candidates and making a selection, inducting into the Department and ensuring that a comprehensive training programme is followed.
4. High level relationships are developed ensuring regular feedback can be given about the child’s development and progress.
5. High level relationships are developed where communication is effective as a two way process
6. Issues are addressed which ensure that a satisfactory standard is maintained. A satisfactory service being one that includes:

 - Emergency repairs carried out within 24 hours

 - Urgent repairs within 5 days

1. Ensuring all administrative records are maintained e.g. records on children and their families, ordering equipment, maintaining an inventory.
2. Ensure that all records are maintained as per YMCA St Helens Policies and Procedures and those of Professional Bodies e.g. OFSTED, Early Years Development Partnership etc
3. Ensure that all placements and students are correctly supervised and accurate records kept.
4. Numbers are maintained to generate sufficient income to run

the Department

1. Ensure that all budget constraints are adhered to and

sufficient income is generated to protect the future of the Department.

# ADDITIONAL INFORMATION

1. Provide advice, support and information to Chief Executive and the Board of Directors enabling St Helen's YMCA to meet its objectives through effective governance.
2. Undertake any necessary training and professional development as needed to fulfil the job role.
3. Any other duties as directed by the Chief Executive