**Job title:** Nursery Co-Manager

**Purpose of post**

* Ensure all children are safeguarded, and their welfare and safety is promoted.
* Maintain a high standard of physical, personal, emotional, social, and educational development and care for all children in the nursery through a playful learning approach.
* Implement high standards of quality practices through supervisions, peer observations, and support for the team members within the nursery.
* Day-to-day management of the nursery, including quality improvement, and administration.
* Promoting Children’s Rights including the Right to Education for the development of their personalities, talents and abilities, the Right to Play, the Right to share their thoughts and feelings, the Right to Nature and the Right to a Future.
* Promote an emergent play curriculum to ensure that the play experiences and opportunities available to the children, particularly the most disadvantaged, are adapted to meet the needs and interests of the children daily.

**Key areas**

* High standards of care and early learning of all children.
* Administration duties to ensure the smooth operation of the nursery and future-proofing the business.
* Team building and staff wellbeing.
* Co-constructing the curriculum and the progression of skills through reflective dialogue with the children, parents or carers, practitioners, and the wider community.
* Meeting the child’s learning and emotional needs through both self-directed and collaborative play. This involves co-regulating emotions, tuning in, fostering secure attachments and promoting independence, preparing them for future success at their own pace.
* Prioritising diversity and inclusion through inclusive practices, considering learning differences, respecting diverse cultures, and celebrating individual differences, addressing individual learning needs, and ensuring all children are seen and heard.

**Responsible to:** Company Director / Co-Manager

**Main duties**

* Keep up-to-date with relevant safeguarding and child protection training and cascade to staff (e.g., through scenario-based questioning, Prevent Duty, serious case reviews)
* Promote the play based ethos through an understanding of the nursery’s pedagogy, curriculum, and progression of skills
* Promote the high standards of the nursery at all times to parents, staff, and visitors
* Ensure the provision of high standards of physical, personal, social, and emotional care
* Lead a team of professional workers and ensure good practice at all times
* Plan and organise staffing and holiday rotas to ensure adequate staffing levels are maintained in accordance with regulatory body guidelines and nursery procedures.
* Funding: Preparing an overview of the funded children throughout the year. Updating the management system based on this information to ensure funding is allocated to booking plans. Completing EY2Cs and headcount applications. Checking eligibility for 30 hours. Sending out funding information to parents of children that will be funded the following term.
* Responsibility for forecasting and waiting list to include, forecasting of numbers and therefore potential staffing requirements. Running the waiting list and contacting parents as hours become available. Updating forecasts when there is an amendment, considering all scenarios, qualifications of staff and children that can transition.
* Be aware of and act in accordance with current legislation, good practice, nursery policies and procedures
* Adhere to, and support all team members to understand and follow, the legal requirements when implementing the Early Years Foundation Stage
* Follow all relevant Acts including the Equality Act 2010, the Data Protection Act 2018, and the UK General Data Protection Regulation (regulation (EU) 2016/ 679) (UK GDPR) that relate to staff employment and record keeping
* Be responsible for all nursery staff, students and voluntary workers. Supervise and support all members of the nursery team in their day-to-day duties including recruitment and induction, appraisals and reviews, training and development, individual supervisions and discipline
* Ensure all staff have an up-to-date enhanced Disclosure and Barring Service (DBS) checks Support all team members to work in partnership with parents/carers and other family members
* Liaise with Ofsted and other professional bodies associated with the nursery, reporting and updating information as required
* Be responsible for all administrative duties associated with the management of the facility, e.g. maintaining records on the children and their families, ordering equipment, maintaining an inventory, keeping personnel records
* Co-ordinate with appropriate agencies regarding trainee placements and supervise accordingly
* Co-ordinate and chair staff meetings as appropriate including agendas and minutes
* Establish and maintain effective links with other agencies
* Maintain procedures for high standards of hygiene and cleanliness
* Ensure provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history
* Provide all team members with the support and resources required for the early identification and intervention for children with possible special needs
* Report back to the Company Director/Co-Manager as required with information relating to finance, quality of the provision and other necessary information
* Undertake such other duties and responsibilities of an equivalent nature as may be determined from time-to-time by the company Director/Manager

This job description works alongside those of all other personnel. The nursery manager’s key responsibility is to ensure that the staff team are working to their full potential and implement support programmes and training according to individual needs to achieve this.