

JOB DESCRIPTION

Job Title: Nursery Manager		Ref No:	JE Ref: G651
Department: Education, Skills and Community Wellbeing		Band: 10	Location: Dumfries and Galloway
Responsible To:	Headteacher		
Responsible For:	Non-teaching nursery staff		
Job Purpose:	Manage the nursery team ensuring the delivery of a flexible, high quality early learning and childcare, which meets the needs of young children and their families, adhering to local and national policies, guidelines and procedures, taking responsibility for the overall management of the nursery		
Main Responsibilities:	• Manage the delivery of high quality, age appropriate experiences, which lead to positive outcomes for all young children • Work in partnership with parents to secure positive outcomes for children • Manage all aspects of care and wellbeing, which meets the needs of the individual child in line with the Council's Policies, including Child Protection and the principles of Getting It Right for Every Child • Lead self-evaluation and implement agreed improvements within early learning and childcare • Take a lead role and adhere to Council Policy and Procedures, including Health and Safety • Manage the distribution and effective use of appropriate resources including staff • Manage the implementation of early years' national and local developments and lead staff in continuing professional learning		
Job Activities:	1. Adhere to the Scottish Social Services Council Code of Practice. 2. Manage the administration of the nursery, including record keeping, statistical records and managing the nursery budget 3. Manage physical and financial resources 4. Attend meetings and case conferences as appropriate, on occasion out with normal working hours 5. Ensure the service is meeting The National Care Standards and complete all paperwork associated with registration 6. Manage and Lead the planning and assessment of high quality experiences for children taking account of local and national guidelines 7. Manage and lead the monitoring and evaluation of children's progress to support their learning and development 8. Record and report on individual children's progress in line with Council Policy and Procedures 9. Manage the self-evaluation activities, adhering to national and local guidance and ensure the implementation of agreed priorities within the nursery 10. Facilitate the annual review of all staff managed as part of this post to identify and meet the training/support needs 11. Manage the recruitment of staff in line with Council Policy		

	12. Undertake absence management of staff within the nursery 13. Manage Health, Safety, and Risk Assessments within the nursery, ensuring safety standards and procedures are established and maintained 14. Establish and maintain positive relationships with parents and families and work in partnership with them to support their child's learning 15. Work in partnership with other establishments and agencies to assess and plan to meet the needs of children <i>The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.</i>	
Performance Management	• To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.	
Prepared by:	Sandra Fisher	Date: May 2016

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