

## Nursery Manager

**An exciting opportunity has presented itself for a qualified Nursery Manager in our Watford Branch.**

### Why The Little Learners?

First established in 1993, The Little Learners is a family run business with a dedicated team of highly trained Montessori staff and qualified childcare specialists. We offer Montessori education from 6 months - 5 years.

As a family business, we strive to create a nurturing environment for our staff to grow and excel. We invest the time and effort to support all our staff to continue their professional development through our excellent, newly refurbished training company, Montessori Apprentice Academy.

### Overview

We are seeking a dedicated and passionate Nursery Manager to oversee the daily operations of our nursery. The ideal candidate will have a strong background in childcare and early childhood education, coupled with excellent leadership and communication skills. As the Nursery Manager, you will be responsible for creating a safe, nurturing environment that promotes the development and well-being of children aged 0-5 years.

### Responsibilities

- To be responsible for the Nursery on a day to day basis
- Plan and implement activities for 6 months-5 year old working with the Deputy
- Work with the higher management Nursery team to ensure that appropriate child: adult ratios are maintained at all times.
- To be responsible for opening up the nursery and /or closing the nursery on a daily basis.
- Policies and Procedures are met.
- EYFS is met.
- To be responsible to ensure that the FAMILY app is up to date, e.g. all children registered are on the app, etc.
- To ensure that the sessional list is accurate and liaise with the finance department to ensure accurate applications are made.
- To work towards ensuring that KPIs (Key Performance Indicator) set are met. KPIs are targets set based on mock inspection grades, capacity levels and next steps and are discussed termly during your supervision.
- To promote the aims and objectives of the nursery.
- To promote the high standards of the nursery at all times to parents, staff and visitors.

- Prospective parents around the nursery facilities.
- To deal with the planning and organisation of staffing schedules.
- To assist with the implementation of administrative procedures to include chairing staff meetings, planning agenda, recording minutes and other related matters. Collection of fee's when necessary.
- Displays are regularly updated according to the planning and kept in good condition.
- Responsible for mid-term and weekly planning to include evaluation and observation of children, planning to meet the EYFS to link with Montessori. Children's learning and development files: observations, assessments, key person list
- To be aware and make aware of any children who have special needs, ensure appropriate action is taken where such a child is identified. Ensure that the SENCO in charge carries out their duties to refer any child who has SEN and works accordingly with external agencies.
- To work in partnership with parents and to meet the needs of the children both individually and as a group and to deal with parent's concerns effectively.
- To organise parent meetings for parents to discuss their child's progress with their key person.
- To organise regular parent training/coffee mornings and events for parents.
- To write regular newsletters to inform parents of what is happening in the nursery
- Stock check of all equipment and upkeep of office, loose papers to be filled away (weekly basis).
- To make sure that all materials are complete and are cleaned weekly.
- To make sure that Montessori materials are being used effectively.
- To ensure that each morning the classroom is set up and all materials and furniture is to be put away at the end of the day.
- To ensure that staff are engaging with the children.
- To ensure that the break table is in working operation throughout the morning and afternoon sessions in the Montessori rooms.
- To report any concerns or complaints promptly to Directors

#### **Professional Development Opportunities:**

- Level 5 Diploma for the Early Years Practitioner
- Leadership Management Course
- Montessori Diploma
- Montessori Apparatus Workshops (9-day course)
- Access to industry leading CPD courses and regular online workshops

#### **Additional Perks:**

- Paid Birthday Day off each year
- Termly team bonding events, as well as our annual Christmas & Summer party.
- Clear onboarding program with termly supervisions.
- Attendance to our annual Professional Development Day, receiving expert-led workshops from award winning trainers

- Free Uniform and DBS
- Performance and salary review in April each year

**What we're looking for:**

- Ability to build trust and positive working relationships with colleagues and parents.
- Previous experience working within a nursery environment in a leadership role.
- Strong leadership skills with the ability to manage a diverse team effectively.
- Montessori trained (ideally but training available through our sister training company)
- Ability to use a variety of techniques to communicate with both children and adults clearly and successfully.
- Strong Knowledge and understanding of Child Protection, Safeguarding, and the legislative requirements for working with children. (Training Available)
- Excellent communication skills in English, both verbal and written.

The successful person should have confidence in their ideas, work well within the team and is eager to learn more about our ways of working to further improve the practice. We'll also be assessing to see how you interact and engage with both our team and leading a group of children.

The safeguarding of all our children is our highest priority and therefore a clear and valid DBS, as well as two references will be required from all successful candidates.