

**United Synagogue Job Description**

**JOB TITLE:** Nursery manager (Maternity Cover)

**LOCATION:** Currently located at St John’s Wood Synagogue

**BENEFITS:** 20 days holiday, plus Statutory Bank Holidays

Childcare Vouchers

 Stakeholder Pension

**WORKING HOURS: Hours would be flexible for the relevant candidate and may not need to be full day.** The maximum hours would be 40 per week from *7*:45 am to 6:15 pm (including 1 hour break) Monday to Thursday, + 2 hours at home for admin.

**SALARY:** Dependant on hours, experience and qualifications

**MAIN PURPOSE OF JOB**

To manage a day-care nursery, with the vision to helping it excel by creating a loving and enabling environment for children to learn. The nursery accommodates children aged 3 months – 2.5 years.

**DUTIES AND RESPONSIBILITIES**

**Strategic Management**

1. Responsible for ensuring all Ofsted requirements are met
2. Arrange and communicate dates of terms within school year
3. Oversee and support the planning of the syllabus, including the teaching of Jewish Holidays
4. Read and analyse Ofsted documentation, received throughout the year
5. Ensure allocation of places meets Ofsted requirements
6. Maintain waiting list for places
7. Ensure teaching resource meets Ofsted requirements

**Operational Management**

1. Source and replace educational equipment according to the needs of the nursery
2. Maintaining all records demanded by Ofsted
3. To be responsible for effective leading, managing and motivating the nursery staff team
4. Identify and ensure provision of development/courses for Nursery Manager and teaching team
5. Conduct regular team meetings for communication and motivational purposes
6. Allocate duties to staff
7. Complete preparation for school, at home, as required, during term time and holidays
8. To co-ordinate staff leave and to arrange cover staff when regular staff are on leave or sick even at short notice
9. To be trained as a confident first aider and look after sick children in line with the day-care’s policies.

**Teaching and providing a safe environment**

1. To provide the children with basic skills, as set out in Ofsted requirements
2. To ensure that a love for the Jewish holidays is reinforced
3. To ensure equipment is well maintained and safe to use
4. To make sure that levels of hygiene are maintained at a good standards
5. Safety procedures for fire drill
6. To make sure all staff have up to date first aid training
7. To make sure the first aid box is regularly checked and replenished
8. To administer First Aid
9. Planning a curriculum which will offer each day a wide variety of toys and equipment to stimulate and support children's intellectual, physical, social and emotional developments
10. Keep completely confidential information regarding the children, their families, or other staff, which is learned as part of the job
11. Praise and reward the children
12. Encourage the children to take responsibility for helping and tidying up
13. Ensure the children learn respect for others, learning what is right and wrong, and understanding the effects of their behaviour on others
14. Reassure the children that they are always valued
15. Encourage the children to be confident, independent and develop their self esteem
16. Support children with special needs by:

* 1. Having a secure knowledge and understanding of the individual needs of every child
	2. Work together with parents and medical supervisor/carer, prior to the child starting at the kindergarten

**Administration**

1. To fill in and complete forms for any child who qualifies for the termly NEG funding on time
2. Arrange annual photographic session for all registered children
3. To order a weekly food order
4. To make sure that parents are informed as to when to bring in nappies or to change the spare clothes bag
5. Undertaking all correspondence relating to the Nursery
6. Responding to all telephone enquiries
7. To attend meetings with Nursery Committee

**Quality and operational standards**

* Ensures that work that is produced is of a high standard and meets the Nursery’s key performance indicators
* Report on key performance indicators to the Nursery Committee as required.
* Provide metrics for reporting to Nursery Committee and supporting managers in the planning process

**Builds the credibility of the Kindergarten to empower staff and managers to fulfil their roles effectively**

* Share with others and communicate success stories
* Personally demonstrate the organisation’s values building trust with managers and staff within Nursery’s and proactively contributing to the organisation’s success
* Be proactive in identifying opportunities for own professional development

**Generic other duties**

* Committed to the aims of the United Synagogue and act as an ambassador for the organisation.
* Comply with The United Synagogue’s policy and procedures and code of expectations.
* Bring to the attention of senior staff any health and safety requirements, which become obvious. In the event of any immediate danger, to take the appropriate action to reduce risk to physical danger to employees, members, contractors, volunteers, children, parents, visitors or staff.
* Work collaboratively with other colleagues across the organization to ensure the United Synagogue can achieve its vision, mission and strategy.
* Undertake appropriate training as requested by your line manager in conjunction with the Human Resources Department. And be committed to own continuous professional development.
* Carry out any other reasonable duties as requested by the Chief Executive or other designated senior staff.
* Undertake such other duties that occasionally fall within the purpose of the post.
* Maintaining high levels of discretion and confidentiality at all times.
* This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post. They key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post holder. This Job Description is subject to alteration in response to changes in legislation or The United Synagogue’s operational procedures.

**Due of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation Act, 1974, by virtue of the Rehabilitation of Offenders Act, 1974, (Exceptions) Order 1975.**

**Accordingly, a valid and current enhanced Disclosure and Barring Service (DBS) certificate (formerly CRB) that is satisfactory to the United Synagogue will be required. Please ensure that you complete the United Synagogue Application Form Part 2 appropriately.**

**Person Specification**

**QUALIFICATIONS**

* Proven experience working as a Nursery Manager
* Minimum qualification of NVQ level 3 or equivalent
* A good understanding and knowledge of EYFS

**EXPERIENCE**

* Substantial experience working with children aged 3-18 months
* Knowledge of Jewish customs and practices
* Managing professional relationships with managers and employees
* Proven experience as a successful manager or deputy manager, enabling the success of the wider team and organisational goals.

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