United Synagogue Job Description

JOB TITLE: Nursery Manager

LOCATION: South Hampstead United Synagogue - Day Care (BabyISH Nursery)

WORKING HOURS: 40 a week from September 2022

SALARY: £28,000 pa

REPORTS TO: Nursery Directors

RESPONSIBLE FOR: Deputy Manager, Room Leader, Nursery Practitioners, Nursery Workers

BENEFITS: 20 days holiday, plus 8 Bank Holidays & Jewish festivals when they fall on a normal working day
Employee Assistance Programme
Ride-to-Work Scheme
Auto-Enrolled Pension

JOB PURPOSE:

The Nursery Manager will be expected to provide high quality, flexible childcare for families from the local community.

The Nursery Manager will oversee the day-to-day operation of the Nursery to the highest standards, ensuring that the best possible environment and care are provided for young children. They will be the lead/designated person for safeguarding at the Nursery and promote the wellbeing of children in their care.

DUTIES AND RESPONSIBILITIES

1. To be responsible for and to oversee the day-to-day management, staffing, organisation, and smooth running of the Nursery.
2. To develop the ethos of the United Synagogue and to create a welcoming and family friendly environment.
3. To be a member of the management team and to contribute to the strategic planning, monitoring, evaluation, and development of the Nursery.
4. To spend time in the rooms (at least half a day per week) to ensure the highest standards of care.
5. To regularly audit the rooms, to conduct learning walks, to create nursery/room action improvement plans, drive forward necessary improvements and evaluate success.
6. To be responsible at all times for high standards of care and education of children between 0 to five years in accordance with statutory requirements.
7. To be the lead/designated person at the Nursery for safeguarding and to ensure safeguarding is at the core of all activities and the United Synagogue's ethos.
8. To ensure the EYFS is promoted and delivered within the setting and the principles adhered to.
9. To take responsibility for risk assessments across the Nursery.
10. To ensure that rooms are well-equipped and complete regular environment and teaching and learning audits.
11. To be responsible for admissions in line with the admissions policy agreed by the management team.
12. To keep a register and up to date records of all children and to give regular feedback to parents about their child's development and progress.
13. To be responsible for management, supervision, and appraisal of members of staff.
14. To identify staff training needs and facilitate training opportunities and ensuring the team is delivering outstanding teaching and learning across the Nursery.
15. To be the curriculum lead for the Nursery.
16. To be the lead person for show-arounds of the Nursery to prospective parents.
17. To have a key role in planning and monitoring of the Nursery and implementing essential policies and procedures. This will require creative thought together with an informed understanding of statutory requirements and best practice for childcare.
18. To work to Nursery policies about Keeping Children Safe, Equal Opportunities, Data Protection and Confidentiality.
19. To understand and implement United Synagogue policies and procedures (for example for Health and Safety) in relation to staff, buildings, and resources.
20. To build good working relationships at every level. Working in partnership with parents and families is highly valued and the Nursery Manager must be approachable, friendly, and able to communicate effectively at all times.
21. To respect the confidentiality of sensitive family information (subject to child protection policies and procedures).
22. To have day to day responsibility for the planning of day care in the Nursery and for the use of other resources.
23. Ensure that the day care provision is clean, safe, and welcoming for families and staff.

Notes:
The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

The postholder must carry out his/her duties with full regard to the setting's Equal Opportunities Policy and Health and Safety Procedures.

The United Synagogue's values diversity and promotes equality. No terminology in this job description is intended to discriminate against any of the protected characteristics that fall under the Equality Act 2010.

We encourage and welcome applications from all sections of society and are more than happy to discuss reasonable adjustments and/or additional arrangements as required to support your application.

As well as complying with Ofsted requirements and relevant legislation, safeguarding of children in The United Synagogue's care is at the core of our organisation and we are committed to promoting the welfare of children and young people. The successful applicant will be required to undertake online safeguarding training and all positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) and the employee must join the DBS Update Service, which can be claimed as an expense.

Failure to disclose any criminal convictions/cautions/reprimands may result in instant dismissal/applicant disqualification.

Candidates must be eligible to live and work in the UK.

PERSON SPECIFICATION

The person appointed to this post should be able to demonstrate the following:

Criteria	Essential	Forms of Assessment	Desirable	Forms of Assessment
Experience	3 years working or supervising nursery staff in a relevant EY setting for 2 years post qualification completion Experience of management, supervision, and appraisal of staff	A/I	Experience of working in more than one Day Care setting Experience of working with volunteers and/or parents as 'partners' in community development	A/I
Education/ Training Qualifications	To have a minimum qualification of NVQ Level 3/Cache/NNEB Level	A/Certs	Other training relevant to working in Day Care settings Level 4 or higher Early Years qualification	A/I
Special Knowledge	Knowledge of EYFS and Development Matters 2021 or Birth to Five curriculum Knowledge, understanding and practical experience of Day Care for young children Knowledge, understanding and practical experience of child development and parenting Knowledge of relevant legislation and the ability to develop policies/procedures consistent with legislation, best practice, and the inspection process for Day Care settings	A/I		A/I

	Awareness of purposeful planning for children in Day Care settings			
<u>Skills</u>	Ability to write reports and keep clear and accurate records Ability to write clear objective observations Excellent planning and organisation Strong leadership Good presentation skills Excellent communicator Able to motivate, manage and work productively within a team Identify training needs, develop training plans, and evaluate training undertaken by staff Recruit, induct, support, train and appraise all staff to ensure delivery of high-quality childcare practice Ability to comprehend, impart and adhere to a strict set of policies and procedures Working with and supporting parents Working with outside agencies Effective time management Ability to prioritise workload Able to maintain confidentiality	A/I	Calm in all circumstances Evidence of ongoing personal development Knowledge of digital learning platforms, i.e., FAMLY, Learning Book, Tapestry etc.	A/I

	Up to date awareness of current thinking about the needs and care of young children Good IT knowledge and ability to use Microsoft packages (word and excel) Able to work confidently with SEND Able to work on own initiative			
Personal Qualities	Commitment to equal opportunities for all children and families Warm and caring personality – friendly and approachable for families Commitment to partnership with families Enthusiastic, innovative, and able to motivate others Flexible and practical approach	A/I & R		
Special Requirements	Able to accommodate the flexible working hours that may be required	I		

A = Application Form
I = Interview Process
R = Reference

GENERIC 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 organisation 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/undertaking 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, and the 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 the changes in legislation or The United Synagogue's operational procedures