

## **JOB DESCRIPTION**

**POSITION:** **MANAGER (FULL TIME)**  
*(FIXED LEAVE CHRISTMAS, SPRING, & SUMMER)*

**ACCOUNTABLE TO: SERVICES MANAGER (EY)**

### **Overall purpose of Post**

- To have overall responsibility for raising the quality of early years provision, including physical, emotional, social and intellectual education and care for children age 0-5 in the setting whilst maintaining Ofsted regulations and welfare standards.

### **Key Tasks**

- To lead practice across the Early Years Foundation Stage (EYFS) and promote excellent performance at all times.
- To support and mentor practitioners in the skills and behaviours that safeguard and promote good outcomes for children.

#### **1.0 Management**

- 1.1 To lead staff ensuring that they are trained in their duties and appraised of their performance. This will include induction procedures, policies and procedures and the supervision and appraisal cycle.
- 1.2 To establish and sustain a culture of collaborative and co-operative working with colleagues through effective team work, facilitating regular team meetings and establishing good channels of communication between staff, parents/carers and partner agencies.
- 1.3 To play an active role in identifying and finding ways of meeting the professional development needs of practitioners, by offering mentoring and coaching through work based supervision, encouraging self-reflection and self-awareness and identifying appropriate training where necessary.
- 1.4 To encourage and motivate staff to have high expectations of all children and to demonstrate commitment to ensuring that they can achieve their full potential.
- 1.5 To ensure appropriate qualified staff cover, organise rotas and team meetings.
- 1.6 To maintain appropriate staff records and other personnel information and that this is kept appropriately with due regard to confidentiality and the Data Protection Act.
- 1.7 To encourage and be supportive of Volunteers, Apprentices, Students and Work Placements.



supporting children,  
young people and families  
for 80 years

## 2.0 **Operational**

- 2.1 To establish and sustain a safe, welcoming, purposeful, stimulating and encouraging environment where children feel confident and secure and are able to develop and learn.
- 2.2 To promote positive behaviour, self-control and independence of children through using effective behaviour management strategies and developing children's social, emotional and behavioural skills.
- 2.3 To promote FSN as an agency providing services for families and their children by actively signposting and referring and ensure the project reflects the ethos and added value in terms of family support and encouragement that FSN seeks to achieve with all its projects.
- 2.4 To work with parents/carers and co-workers in a positive and supportive way, presenting at all times an image and behaviours that are positive and of high quality.
- 2.5 To promote the use of informed observation and other strategies to monitor children's activity, development and progress systematically and carefully, and to use this information to inform, plan and improve practice and provision.
- 2.6 To implement the process of effective assessment, recording and reporting on progress in children's development and learning and through active moderation use this as a basis for differentiating provision.
- 2.7 To ensure staff are working within the Equal Opportunities policies and guidelines, promoting children's rights, equality, inclusion and anti-discriminatory practice, ensuring children's individual needs are met in partnership with parents/carers and other professionals.
- 2.8 To ensure that safe and effective working environments in all delivery settings comply with all Health and Safety procedures and regulations, including risk assessments and child protection procedures which promote children's health, safety and physical, mental and emotional well-being.
- 2.9 To participate in agency/partnership meetings as required, and provide necessary reports which are submitted in a timely manner. This includes the SEF, development plan and monthly management reports.
- 2.10 To manage the occupancy of the nursery, ensuring maximum capacity and using marketing and promotional strategies to increase numbers.
- 2.11 To encourage and be supportive of Volunteers and ensure delivery settings are making use of FSN volunteer programmes.
- 2.12 To encourage all practitioners to recognise when a child is in danger or at risk of harm and know how to act to protect them and to participate in family group work as required.

### 3.0 **Other Duties**

- 3.1 To be aware of and work within and promote FSN's policies at all times and report any issues of concern and any complaints through regular contact with the EY services manager.
- 3.2 To undertake appropriate continuous professional development by attending supervision, training and meetings as and when required and cascade to training information to team members.
- 3.3 To carry out any other reasonable duties as requested by management team.

This Job Description outlines the general ways in which it is expected you will meet the overall requirements of this post.

The list of tasks is not an exclusive one and duties may be varied from time to time. This Job Description is subject to regular review.