

Job Capsule Supplementary Information: Head of Nursery

This supplementary information for Head of Nursery is for guidance and must be used in conjunction with the Job Capsule for Job Family *Education Job Level 4 Zone 2*

Role Purpose:

To have full responsibility for the effective management and development of the Nursery including:

- Delivery of the Early Years Foundation Stage (EYFS) within the curriculum guidance and welfare requirements as set out in the standards document by the Department for Education.
- Management of a large multi-disciplinary team.
- Delegated corporate responsibility for building and site management, and organisation
- Budget management
- Safeguarding children's welfare

Key Accountabilities or objectives that this role will deliver:

To be recognised, by the Ofsted inspection framework and assessment process as a "suitable manager" and report on the above to Camden's designated officer under the registration framework.

To manage and develop the nursery curriculum and resources in line with the statutory requirements of the Early Years Foundation Stage and the Quality Improvement Principles and with regard to the individual needs and stages of development of the children.

To ensure equality of opportunity in the delivery of services and ensure services meet the needs of children with Special Educational Needs and disabilities, giving due regard to the SEN Code of Practice and the Disability Discrimination Act and facilitating the role of SENCo within the nursery

To ensure the planning, record keeping and assessment processes inform curriculum planning and that progress is reported to parents on a regular basis and to others as appropriate.

To be responsible for the site and the building management. This will include delegated corporate responsibility for Fire Safety, Security, Food Safety, Risk Assessment, the health and Safety of centre users and the reporting of general maintenance and repairs. It will also include statutory responsibility for maintaining the asbestos register, supervision of contractors, upkeep of the HEAT certificate and use of ICT in line with the code of practice

To undertake the role of food safety manager and fulfil the statutory responsibilities as required for a commercial food premises by the Environment department

To be responsible for the management and monitoring of the delegated nursery budget (approx. £1,000,000). This will include income and expenditure, Imprest, monthly reporting on budget and employee resource systems (collaborative planning), fee income, contract set up and debt management. To ensure that all financial functions are undertaken in accordance with good practice guidelines and with regard to standing orders and audit requirements.

To be the “Designated Officer for Child Protection”, and to monitor and manage the operation of inter-agency child protection plans in collaboration with other services. To be responsible for the effective implementation of Child Protection procedures across the nursery; including reporting of concerns, management of allegations and monitoring of Children in Need placements. To initiate “E-Cafs, hold “Lead Professional” status and to attend and/or coordinate “Team Around the Child” meetings as necessary.

To manage a multi-disciplinary team on a day-to-day basis delegating tasks as appropriate, ensuring adequate staff to child ratios, providing appropriate induction, probation, supervision and appraisal and ensuring staff have the required Enhanced CRB status. To plan and progress staff recruitment; interviewing staff within the “Safer Recruitment” guidelines and in liaison with HR.

To manage the intake of children to the nursery through the funded 2,3&4 year old places, Children in Need and extended school provision admission criteria and to keep under review the use of places to ensure the broadest and fullest use of the nursery. To ensure all new admissions are recorded on the early years database (Synergy).

To supervise the admin/finance officer and to manage the effective administration function within the nursery ensuring that telephone enquiries, correspondence and visitors to the nursery are dealt with appropriately. To maintain nursery records as required by the council and with regard to Data Protection, finance and Health and Safety requirements.

All Camden employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may also be asked to perform other duties from time to time to support the effective running of the service.

People Management Responsibilities:

The post holder will lead a large multi-disciplinary team and will have responsibility for service delivery across a 10-hour day utilising a shift system to ensure consistency of service. The post holder may be required to work outside normal hours.

Relationships;

The post holder must be able to develop strong relationships and work in partnership with parents, including home visits as part of the child's induction, maintaining close and regular contact as appropriate for the age of the child, holding regular meetings and presenting reports.

Work Environment:

The post holder manages a stand alone building and has autonomy to work on a day to day basis, but within a procedural framework. They will work with vulnerable adults and children. The work environment is busy and noisy and the post holder needs to adapt to frequently changing demands and can be both inside and out side the nursery building. This requires decision making and managing risk and a degree of flexibility. There are regular deadlines around admissions, finance and report writing. The post holder is the designated for Child Protection. There will be situations requiring the post holder to resolve of conflicting priorities. The post holder is required to undertake home visits as necessary.

There is a requirement to lift and assist in toileting and changing and in helping to transfer from seating to mobility aids. The post will help children to acquire and develop self help skills including toileting and personal hygiene. Work may also involve implementing individual development programmes, under the direction of other professionals.

The post holder will be required to help with first aid provision, comforting sick or injured children. In emergency situations he/she will need to liaise with the designated first-aider, senior staff and medical professionals, accompanying children to hospital or doctors as necessary. Any basic medical procedures that may need to be carried out will have training provided for.

The post holder is required to hold "Suitable Manager" status as required by the registration of the provision. The status is assessed by Ofsted by formal interview and can be removed if standards are not maintained. Loss of status will affect the ability to undertake this role.

Creativity and innovation is required in planning the curriculum and when encouraging, supporting and engaging with children at play that is emotionally, intellectually, physically and socially challenging. The post holder will lead on individual planning for children and make decisions on day to day matters with complex or contentious decisions being made. Procedure and policy will need to be developed to support ddecisions and recommendations and may have significant impact on children's development and learning.

Technical Knowledge, Skills and Experience:

To have knowledge of the Children Act 1989, Early Years Foundation Stage relevant Education Acts and related legislation, and implications contained therein for service delivery.

To have a sound knowledge of child development for children aged from birth to 7 years and an awareness of the curriculum appropriate for this age group including the new "curriculum" Guiltiness to the foundation stage.

To have knowledge and understanding of planning, implementing and evaluating an early year's curriculum.

To have knowledge of the ethnic, religious and cultural diversities in the community, to understand the effects on the provision of services and how to respond when the needs of a particular group are not being met.

To have at least 5 years experience of working directly with young children and their parents/carers and to have developed effective management and leadership skills during at least four years experience of working in a supervisory role or management role in the delivery of services for young children.

To have knowledge of the functions of agencies involved in the provision of care and education of young children and commitment to work in partnership.

To have highly developed communication, interpersonal and organisational skills and to have the ability to prioritise, plan and organise one's work and the work of others within conflicting demands.

To have the ability to use information technology systems and equipment and relevant programmes.

To have an understanding of the importance of confidentiality and to be able to listen and respond appropriately with tact and diplomacy in sensitive situations.

To have an understanding of child protection procedures and an ability to use this knowledge in practice.

To have experience of utilising recruitment, interview and selection procedures.

To have experience of working in partnership with external agencies and community organisations

Level 6 qualification in a relevant field

Desirable:

Demonstrate our Camden Ways of Working (WOW)

- a) Focuses on customers (cares about customers and builds relationships).
- b) Works together (provides support and leads by example).
- c) Takes responsibility (makes decisions and achieves success)
- d) Finds better and cheaper ways of doing things (creates innovation and embraces change).

Structure Chart – please insert or attach an up to date structure chart showing this role

