

Job Title: Nursery Manager

Job Ref: 892

Location: New Milton Nursery

Salary: £27,000 - £32,000 per annum

Hours: 40 hours per week

Closing date: 21st January 2019

Interview Date: 23rd January 2019

Organisational Context

YMCA Fairthorne Group is a community-based charity with a serious ambition to grow our already successful social enterprise model. Our purpose allows people the opportunity to lead happy, healthy lives. We achieve this through bringing **people** of all backgrounds and abilities together in YMCA **places** and delivering effective **programmes**.

We operate throughout Hampshire, Isle of Wight, Portsmouth and Southampton from 30 venues. Our programmes include 13 early years settings, Daycamps, community activities and housing for young people.

Early Years Setting

YMCA New Milton will be our newest setting, due to open on 23rd April 2019. Located in the grounds of New Milton Junior school, it will cater for up to 57 children from 0-5 years. Open all year round and from 7.45am – 6pm, it will support families requiring full day care, as well as offering funded childcare places. YMCA New Milton will be our 14th nursery across the organisation and it will be able to draw on the expertise and skills of our wider organisation, both in terms of marketing, HR and finance as well as leading outstanding early years practice.

In all our nurseries, children are cared and nurtured; supported to challenge and develop themselves, and most importantly allowed to play and enjoy their childhood. We believe children learn best through play, particularly using the outdoor environment. We aim to provide a secure and stimulating environment where children can develop emotionally, intellectually, morally, physically, and socially, at their own pace. Staff use the “YMCA Way” to ensure every child in our care secures the very best outcomes and staff are able to excel

Job Purpose

The Nursery Manager will lead the nursery, actively implementing the YMCA Way to ensure the highest quality of care to children under 5 years old, inspire a staff team and build relationships with parents and the wider community. The nursery is also managed as a business with financial sustainability set as a key measure of success alongside quality of care.

Duties and Responsibilities

- Provide outstanding leadership and operational management of the nursery in line with the YMCA Way.
- Maintain an exciting and inspirational child-led, play based curriculum utilising the outdoors as much as possible.
- To manage, recruit, train, support and inspire an outstanding staff team able to meet the needs of all children in our care.
- Manage the nursery as a business, contributing to the writing and monitoring of an annual budget and implementing marketing and sales plans for the nursery so that it achieves income and occupancy targets.
- Use our Connect and IConnect nursery system to monitor children's progress, share observations with parents and plan activities to support each child's development.
- To maintain staffing ratios at all times.
- Engage parents and the community in both the nursery and the wider YMCA community, developing our community offer and supporting our objectives for the area.
- Work alongside our other YMCA nursery managers to share good practice and ensure consistent implementation of the YMCA approach to childcare.
- Maintain full regulatory and legislative approval for the nursery, including meeting Ofsted, Environmental Health and Health and Safety requirements, this includes seeking an Ofsted score of 'Outstanding'.
- To ensure compliance with all YMCA policies and procedures. These include Child protection, Health and Safety, Human Resources and Financial policies.
- To ensure you act in the interests of your own safety, and the safety of others at all times
- To undertake any other duties and responsibilities reasonably requested by the management of YMCA Fairthorne Group.

Person Specification & Key Competencies

Qualifications/Experience

Essential:

- Hold a minimum of level 5 early years qualification, but ideally level 6 Early Years Teacher Status or willingness to work towards such qualification.
- Minimum 3 years of leadership experience in an early years setting.
- Evidence of achieving high quality of care, over and above that required by EYFS
- Hold level 4 safeguarding qualification or willingness to work towards.
- An ability to set and manage complex budgets
- Good IT working knowledge, inc Windows, Word, Excel and Access (training will be given on Connect nursery database software)
- Understanding of the role a nursery plays in wider community development
- Possess a current full driving licence
- First aid qualification (or willingness to train)
- Knowledge of health and safety and ability to complete risk assessments
- Demonstrable ability to meet targets

Desirable:

- Understanding of ITERS and ECERS
- Skills in mentoring and coaching staff and students
- Evidence of further continual professional development
- Knowledge of wider cultural differences and how to support this.

Skills / Abilities

- A genuine enthusiasm for and an inspirational approach to helping young children develop through play.
- Strong advocate of early years with an excellent understanding of the differing developmental needs of children and an ability to draw on academic research and evidence to drive best practice.
- Demonstrable leadership qualities able to motivate and develop others and self.
- Enthusiasm for the work and values of the organisation.
- Ability to engage the community and build relationships with parents.
- Demonstrable ability to achieve sales targets.
- Excellent communication skills.
- An ability to set and manage complex budgets