



Little Angels Fun Club and Nursery

Job Description Manager/Officer in Charge

Purpose of Post

1. Ensuring a high standard of physical, emotional, social and intellectual education and care for children placed in the Nursery.
2. Supervision of and support to the other personnel within the Nursery therefore implementing high standards of quality practices.
3. The day to day management of the Nursery in terms of marketing and administration.

Key Areas

1. High Standards of Care and Education of the Children
2. Team Building and Staff Management
3. Marketing and Business Development

Responsible To:

Proprietor / Management Committee / Senior Team

Main Duties

1. To provide a high standard of quality care and education.
2. Be aware of and act in accordance with current legislation, policy and procedures.
3. To be responsible for all nursery staff, after school workers, cook, cleaners, students and voluntary workers. Supervising and supporting all personnel within the Nursery in their day to day duties including recruitment and induction, appraisal, training and development, individual supervision and discipline.
4. Working in partnership with parents / carers and other family members.
5. Liaising with the Local Authority and other professional bodies associated with the Nursery.
6. Overseeing the efficient upkeep of the building and maintenance/stock of equipment, furnishings and fittings.
7. Being responsible for all administrative duties associated with the management of the facility, e.g. maintaining records on the children and their families, ordering equipment, maintaining an inventory, keeping personnel records.
8. Being responsible for the collection, recording and banking of fees together with administering a petty cash budget.
9. Co-ordinating with appropriate agencies regarding trainee placements and supervising accordingly.
10. Co-ordinating /chairs staff meetings as appropriate including agendas and minutes.
11. Establishing and maintaining effective communications links with other agencies.

12. Market and advertise the Nursery as necessary to ensure the nursery runs to its full capacity.

This job description works alongside those of all other personnel. The manager's responsibility is to ensure that the staff team are working to their full potential.

Signed _____ Date _____

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