



# Little Angels Fun Club and Nursery

## Job Description

### Team Manager

#### **Purpose of Post**

1. To support the aims and objectives of the nursery and assist the senior management team in the organisation of a high quality establishment for children 0-14 years.
2. To provide high standards of childcare and education - to include the monitoring and reviews of provision, this includes providing and overseeing that other staff provide a safe, caring environment. This will enable the emotional, social and educational development of children, through individual attention and group activities.
3. Assist the manager in the organisation of a high quality establishment for children 0-14 years.
4. To give support to other personnel within the Nursery.
5. To direct and support staff as agreed by the manager.

#### **Key Areas**

1. Work with children
2. Support and develop staff
3. Liaise with Parents

#### **Responsible To:**

Manager/ Officer in Charge

#### **Staff Support**

1. To carry out staff inductions
2. To be responsible for the planning, organisation and delivery of student feedback and 6 weekly chit chats.
3. To conduct return to work interviews.
4. To meet with parents as and when needed.
5. To oversee the role of the Team Leaders.
6. To support other managers and team leaders when necessary.
7. To assist with staff development and training.

#### **Childcare and Child Development**

1. To assist with the implementation of administrative procedures involved with registration, place allocation and other related matters.
2. To assist with the development and implementation of systems to monitor and record child development, working closely with the team leader.
3. To assist with the preparation and maintenance of materials and equipment.
4. To coordinate availability within the team working alongside senior management.
5. To assist with the preparation and maintenance of materials and equipment.
6. Assist the team manager with the efficient up keep of the building and maintenance/stock of equipment, furnishings and fittings.
7. To countersign and analyse any accidents, report to Health and Safety Officer as appropriate.

#### **Duties and Responsibilities**

1. Develop and monitor a programme of activities suitable to the age range of children in your area in conjunction with the Manager.

2. Work with parents of special needs children to give full integration in the Fun Club & Nursery. Foresee the needs of special needs children and give guidance as appropriate.
3. Support all staff and engage in a good staff team.
4. Liaise with and support parents, family members, local Authority and other professionals associated with the Setting.
5. To attend ALL out of working hours activities, e.g. training, monthly staff meetings, parents evenings, summer fayre, Christmas party, etc.
6. To be flexible within working practices of nursery. Be prepared to help where needed, including to undertake domestic jobs within the setting.
7. Work alongside the manager and staff to ensure that the aims and objectives of the nursery and the philosophy behind the project are fulfilled,
8. Participate in the training programmes of a wide variety of students and assisting or training staff (i.e. placements and volunteers), by giving guidance & Support.
9. Ensure someone known to Fun Club & Nursery collects child.
10. To respect the confidentiality of information received.
11. To ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
12. To be aware of the high profile of the nursery and to uphold its standards at all times, linking in with all policies and the Operational Plan, and the Day-care Standards as issued by Ofsted.
13. To develop and maintain good relationships and communications with parents/carers to facilitate day-to-day caring needs and that parental choice is considered in terms of care given.
14. To meet with parents as and when needed, dealing with parental complaints when necessary.
15. To lead the team to achieve the highest grade within the Quality Counts scheme.
16. To report to and work with the Health and Safety Officer to ensure health and safety is maintained. To be responsible for ensuring Health & Safety standards are appropriate for the needs of staff and young children and ensure staff compliance and awareness.
17. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the manager.
18. To liaise with outside Agencies as required.
19. Assist the manager with the efficient up keep of the building and maintenance/stock of equipment, furnishings and fittings.
20. To open and close the building, being responsible for the security of closing up and ensuring things are left safe.
21. To check for telephone messages and log any sickness or absences.
22. To work alongside Team Leaders to organise events.

Signature\_\_\_\_\_ Date\_\_\_\_\_

Signature\_\_\_\_\_ Date\_\_\_\_\_