



# Little Angels

## Fun Club & Nursery Ltd.



## Nursery Manager Candidate Information Pack Spring 2024

## Get Your Halo Ready! We're Hiring Nursery Managers at Little Angels!

Are you an angel in disguise, looking to spread some heavenly light to our team of hard working early years educators? Do you have a knack for making miracles happen and bringing smiles to your team? Are you a champion for your team? If so, you might just be our next manager at Little Angels! We're looking for a manager who will model and champion our company's core values.

### This is not the role for you if:

- You're content to let your team make the same diwali lamps and Christmas cards each year
- You're someone who can't live without a photocopier
- Your idea of inclusion is a corner in a room
- You don't have a warm, smiling face
- You're happy to leave your setting without a thought for the next day
- You won't wear 'dress up' with pride
- You avoid making difficult decisions
- Our plans for growth don't light a fire in your belly

### This is the perfect role for you if:

- Putting children first can sometimes mean difficult conversations
- You help to make every child and staff feel special and loved
- You enjoy running your own show
- You're okay to admit if you're wrong and can work with your team to fix it
- You're able to sing out of tune in front of a crowd
- You enjoy steering the ship
- You're an absolute stickler for quality control
- You wear your heart on your sleeve

Please note, knowledge of Frozen, Minions, Marvel superheroes, Disney Princesses and Peppa Pig is essential.

To be a manager of our amazing team of early years educators, we will also need you to have excellent organisational skills and an ability to prioritise.

You will demonstrate unwavering commitment to our children and their families, to our company and its objectives, and to the people you manage and empower to achieve.

If you are ambitious, forward thinking, eager for new experiences and opportunities to help drive our exciting plans for growth and expansion - we'd very much like to meet you.

### What do I need to do if I want to apply?

Please read through the person specification and job description below, and if you meet the essential criteria, complete your application form [www.littleangels.info/careers](http://www.littleangels.info/careers) and return it to [office@littleangels.info](mailto:office@littleangels.info) remembering to include no more than two sides of A4 with a personal statement of why you are suitable.

The closing date for all applications is midday on **Friday 29th March 2024** and successful candidates will be contacted for a selection event on **Thursday 11th April 2024** with interviews on the morning of **Saturday 13th April 2024**. Please note that while we try to accommodate exceptional circumstances, these dates are non-negotiable to ensure we are fair and inclusive.

We look forward to receiving your application,

**Deborah Wylie**  
**Chief Executive Officer**

## Nursery Manager Job Description

<b>Post title</b>	<b>Nursery Manager (with an additional responsibility to be agreed)</b>
<b>Salary range</b>	£32,000 to £40,000 FTE depending upon experience and qualifications
<b>Location</b>	Our current nursery sites are based in Fenham, Cramlington and Bedlington. We have another two new sites planned for the next 18 months.
<b>Hours</b>	40 hours per week
<b>Holidays</b>	FTE 28 days paid holiday (includes bank holidays.) An unpaid holiday scheme is provided for long service after two years rising to 33 days a year. An additional 4 days are allocated at the end of every quarter if you have full attendance at work.
<b>Other benefits</b>	100% discounted childcare Health and wellbeing package (this includes free physiotherapy, counselling, weight loss, nurse support, menopause support, GP and video consultations, stress awareness sessions, health screening days) Company pension Enhanced maternity/paternity leave Free lunches when at nursery
<b>Start date</b>	As soon as available
<b>Responsible to</b>	CEO
<b>Job Purpose</b>	To support the company to ensure that a designated setting is delivering childcare and education within the Little Angels ethos and legal requirements of the Early Years Foundation Stage. To model the company core values in your leadership. To support other aspects of practice across our other settings as agreed with the CEO.
<b>Safeguarding</b>	Please note that Little Angels is committed to safeguarding children and all roles are subject to at least two satisfactory references and appropriate DBS checks (previously known as CRB check).

The job description below is neither definitive nor exhaustive. However, it should provide a clear indication of what is involved in the role of area manager at Little Angels. The company reserves the right to change or amend the description as the need arises.

### **Scope of Position**

1. To ensure that all children attending the setting are kept safe and receive rich and stimulating play experiences appropriate to their age and stage of development.
2. To recruit, support, train and appraise all staff to ensure high quality childcare practice and to develop staff teams and individual practitioners
3. To effectively manage the day-to-day running of the nursery including financial operations. To ensure all legislation in relation to regulatory bodies, inclusion, safeguarding and health and safety is complied with and that company policies and procedures are adhered to and implemented.

## **Childcare and Education**

1. Promote high standards of quality within the nursery regarding the environment and resources for children, experiences offered to children and planning and record keeping.
2. Lead in the implementation of the relevant curriculum.
3. Promote and facilitate partnership with parents/carers and other family members.
4. Support the development of good practice with regard to supporting inclusion throughout all settings.
5. Ensure that children are kept safe and that staff understand, and when necessary follow, safeguarding procedures.
6. Oversee the nutritional needs of the children and that Food Safety Regulations are complied with.
7. Promote and facilitate multi-agency working with area SENCOs, advisory teachers, health professionals and local authority programmes. Comply with the statutory framework set out by the relevant regulatory body and relevant legislation including the Children Act 1989 and 2004 and company policies and procedures at all times.
8. Establish, develop and maintain highly professional working relationships with relevant local authority departments, regulatory bodies and other agencies.
9. Keep up to date with current developments in childcare and education policy and practice.
10. Ensure that staff are following the key person procedures in line with company policy and the curriculum.

## **Health and Safety**

1. Undertake a shared responsibility for health, safety and cleanliness throughout the nursery.
2. Ensure the general cleanliness of the children at all times.
3. Adhere to, and implement all health and safety policies and procedures.
4. Be fully aware of all emergency and security procedures e.g. fire precautions, security, dropping off and collection of children.
5. Ensure the highest standard of hygiene and cleanliness in the bedding and nappy changing area and food surface areas.
6. Be responsible for first aid in the setting.
7. Audit, evaluate, and manage risk and ensure that any actions given by your line manager are passed to staff and implemented immediately.
8. Be responsible for ensuring the nursery remains compliant with regards to suitably trained staff with relevant first aid qualifications.
9. Hold keys to the setting and regularly open and close the building, leaving it safe and secure.

## **Operational**

1. Promote the nursery to current parents and potential customers.
2. Ensure accurate reporting with regards to marketing, occupancy and quality and standards.
3. Facilitate inspections by regulatory bodies and implement any recommendations.

## **Financial**

1. Be able to analyse the nursery's accounting information and report on it as required.
2. Ensure the accuracy of staff rotas and payroll administration working with the company payroll and finance team.

3. Monitor staff costs with regard to budget projections.
4. Oversee all financial procedures in the setting working within company policies for example petty cash, collection of nursery fees, recovery of debts, managing a nursery debit card, placing orders and ensuring things are delivered.

## **Staff**

1. Carry out the recruitment of, and induction procedure for all new staff.
2. Maintain accurate staff personnel records.
3. Support and supervise all staff with their day to day duties.
4. Oversee appraisals, probation reviews and hold annual appraisals with all staff in accordance with company policy.
5. Identify training needs, develop a training plan and evaluate training undertaken by staff. Ensure that succession plans are evident in the nursery training plan.
6. Work in consultation with your line manager in disciplinary and grievance investigations and meetings with regard to staff performance.
7. Be responsible for participating in all self-development activities including appraisals, 6 week chats, observations etc
8. Lead and coordinate out of working hours activities, e.g. training, monthly staff meetings, manager meetings, parent's evenings, summer fayre, Christmas party, etc.

## **Communication**

1. Develop and promote parent partnership and involvement of parents alongside the family support worker.
2. Ensure good communication between all stakeholders
3. Establish and maintain communication links with outside agencies.
4. Lead and coordinate regular parents meetings and other events.
5. Market and advertise Little Angels as necessary to ensure the nurseries run to their full occupancy.

## **General**

1. Be responsible for all administrative duties associated with the management of the facility, such as, maintaining records on children and families, ordering equipment, maintaining inventories and keeping personnel records.
2. Ensure that appropriate use is made of all nursery software systems for example Family, Planday, Google Drive and The Wizard.
3. Ensure that all that you do aligns with the company's core values of Compassionate Care, Innovative Education, Integrity and Transparency, Inclusivity and that they are evidently part of your mission.
4. Undertake any other duties as reasonably requested by line management.
5. Be a role model of inspirational practice.

The duties and responsibilities in this job description are not exhaustive or restrictive, changes and other duties relevant to this post may be added. This job description may be reviewed in the future. This job description works alongside those of all other personnel.

## Person Specification

<b>Attributes</b>	<b>Criteria</b>	<b>How Identified (Application/ Interview)</b>	<b>Rank</b>
<b><i>Relevant Knowledge and Experience</i></b>	<ol style="list-style-type: none"> <li>1. At least 2 years senior leadership experience</li> <li>2. Designated Safeguarding Lead responsibility</li> <li>3. Evidence of successful leadership skills</li> <li>4. Excellent knowledge of the EYFS</li> <li>5. Knowledge of legislation relevant to Early Years such as EYFS, SEND, safeguarding children, Childcare Act 2006</li> <li>6. Experience working with children aged 0–5 years</li> <li>7. Knowledge of child development</li> <li>8. Experience of working in partnership with parents and other professionals</li> <li>9. Experience in providing high quality enabling environments for children 0 - 5 years</li> <li>10. Experience in an 'out of school' setting</li> </ol>	<p>Application</p> <p>App/ Int</p> <p>App/ Int</p> <p>App/ Int</p> <p>App/ Int</p> <p>App/ Int</p> <p>App/ Int</p> <p>App/ Int</p> <p>App/ Int</p> <p>App/ Int</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>
<b><i>Education and Training</i></b>	<ol style="list-style-type: none"> <li>1. Relevant and recognised Level 6 Early Years Degree, Qualified Teacher Status or EYP</li> <li>2. Recent Paediatric First Aid qualification</li> <li>3. Basic Food Hygiene Certificate and other related training</li> <li>4. Early Years Management qualification</li> <li>5. Willingness to continue with professional development</li> <li>6. Health and Safety training</li> <li>7. Additional child development training</li> </ol>	<p>Application</p> <p>Application</p> <p>Application</p> <p>App/ Int</p> <p>App/Int</p> <p>App/Int</p>	<p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>
<b><i>Skills and Abilities</i></b>	<ol style="list-style-type: none"> <li>1. Excellent communication skills</li> <li>2. Demonstrate the ability to work independently and as part of a team</li> <li>3. Keep up to date with developments in the sector and be able to read and disseminate new legislation</li> <li>4. Good organisational and time management skills</li> <li>5. Ability to remain professional at all times</li> <li>6. Ability to write reports and show good presentation skills</li> <li>7. Able to demonstrate creative ability</li> <li>8. Demonstrate skills of a reflective practitioner, with a growth mindset</li> </ol>	<p>Interview</p> <p>Interview</p> <p>App/Int</p> <p>Interview</p> <p>App /Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<b><i>Additional Factors</i></b>	<ol style="list-style-type: none"> <li>1. Understanding of the company's core values</li> <li>2. Awareness of health, safety and hygiene procedures</li> <li>3. Maintaining confidentiality where appropriate</li> <li>4. Flexibility and adaptability</li> <li>5. Full drivers licence and transport</li> </ol>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>