



Job Description		
Post Title:	Principal/Area Manager	
Level/Salary Range	Management Team	Up to £70,000 per annum
Posts Responsible to:	Principal	
Posts Responsible for:	Head, Deputy Head, Team/Room Leaders, Nursery Practitioners, Nursery Assistants, Nursery Trainees, SENCo, Maintenance Staff, Students and Volunteers, Cleaning Staff/Contractors, Catering Staff.	
Job Purpose:		
To oversee the management of the nursery group, ensuring that children, parents and the staff team work together to provide high quality childcare. To fulfil legal and statutory requirements and to supervise staff on a day-to-day basis. To contribute to and implement Nursery policies.		

OVERALL RESPONSIBILITIES

- Accountable for the overall safety and care of the children within the group
- Responsible for ensuring an outstanding level of education in all settings
- Responsible for all day-to-day operations of the group
- Overall responsibility for the performance and development of all employees, including recruitment and retention and monitoring HR issues.
- Responsible for the financial performance of the group participating in annual review and ongoing management of budgets, occupancy and staff costs
- Responsible for the delivery of excellent parent relationships and maintaining a high level of retention of our families.
- Work with the other principals and senior team in the group to deliver shared targets and projects

KEY ACCOUNTABILITIES

- To oversee the management of the nursery group, ensuring that children, parents and the staff team work together to provide high quality childcare.
- To be responsible for the management of day-to-day financial operations within the nursery group by meeting financial targets and managing the occupancy ensuring maximum capacity.
- To manage a staff team effectively.
- To agree and set nursery group goals and monitor the achievement of progress against targets.
- To monitor and assess the quality of provision ensuring that policies and procedures, best practice and standards are maintained.
- Where applicable, to oversee and ensure the smooth and compliant running of any Holiday School programmes that are carried out at the setting.

AREAS OF RESPONSIBILITY

1 Operational Responsibilities

- To be responsible for the day-to-day running of the nursery group, ensuring compliance with registration and legislative requirements at all times.
- To ensure that the nursery group conforms to and exceeds the requirements of Ofsted.
- To ensure that the nursery group consistently meets the requirements set out in the Early Years Foundation Stage to a minimum good standard.
- To uphold and ensure a high standard of care throughout the nursery group.
- To implement and maintain the company's Equality policy ensuring that children, parents and the staff team are valued, and practice is positive and non-discriminatory.
- To monitor any safeguarding issues following local authority procedures.
- Oversee the management of the catering staff, so that the kitchen, catering and food hygiene standards are being maintained to a 5-star standard
- To give weekly feedback to the Director of Little Dukes about the nursery group including any complaints received or any situation that may be detrimental to the company.
- Notify the Director of Little Dukes of any complaints received or any situation that may be detrimental to the company, agree actions to resolve issues and implement accordingly.
- Prepare the nursery group for Ofsted inspections and action any recommendations made by the inspector aiming for an Outstanding grade
- Ensure that all key documents, including policies, prospectus literature and forms are only published with the written approval of the Director of Little Dukes and all changes are to be properly managed with version control
- Accident forms are to be reviewed monthly and action taken where needed
- Ensure all forms and documents are properly scanned and stored against staffing, child, or nursery group records.
- Work at other Little Dukes nursery sites if required to do so.

2 Individual Accountability

- To ensure that all staff are aware of their areas of responsibility and clearly demonstrate how these are being met.
- To communicate effectively with all members of staff and be professional at all times.
- To ensure the Nursery Development Plan is kept up to date and all staff are aware of this through Individual Development Plans and regular staff meetings.
- Work within the margins of confidentially respecting information pertaining to children, parents and staff.
- Identify those whose practice does not comply with organisational and legal requirements and take steps to resolve issues.
- Manage own time to complete tasks effectively, prioritising workload and delegating tasks.
- Monitor and evaluate progress of delegated tasks, providing constructive feedback.
- To contribute and participate in the development of new ideas.
- Take overall responsibility for the safety and wellbeing of the children, ensuring that their needs are met.
- To make recommendations for the future development and long-term vision of the nursery group.
- To ensure that the nursery group is fully resourced with essential items to allow for full implementation of the Early Years Foundation Stage and Health & Safety legislation.
- Take part in regular meetings with the Director of Little Dukes, informing of nursery group developments, implementation of standards, policies and procedures, areas of concern, and planned timetable of work.

- To be a key holder for the nursery group.

3 Personnel

- To be accountable for staffing within the nursery group ensuring that appropriate ratios of qualified to unqualified staff and children to staff are maintained.
- To ensure recruitment vacancies are advertised and filled in line with the company recruitment policy.
- To be responsible for the recruitment of new members of staff ensuring that all recruitment processes comply with company policy, employment legislation and Ofsted requirements.
- Ensure that all new staff members receive a formal induction during the probationary period and probationary review within the stated time scale.
- Ensure all new staff receive written job offers and Contracts of Employment.
- Maintain accurate and up to date personnel records for all employees within the nursery group, including inputting on the Nursery Management System.
- Monitor and develop the work of the staff team against the criteria set in their job descriptions.
- To ensure that all staff receive an annual appraisal and quarterly reviews producing an Individual Development Plan.
- Maintain company supervision and appraisal system, assessing and appraising the performance of staff members, providing opportunities for further informal meetings if necessary.
- Identify and deal with poor performance with agreed action plans with individual, clear targets and goals, realistic timescales and opportunities for constructive feedback and monitoring, ensuring that all documentation is accurate and signed.
- In consultation with the Director of Little Dukes deal with grievance and disciplinary matters in accordance with company procedures.
- Establish and maintain effective working relationships in the staff team, through regular staff meetings, team meetings, training sessions and open honest communication.
- Provide constructive, honest, feedback to support and encourage all staff.
- Ensure all staff are completing timesheets, signing in/out registers and that all hours are logged, recorded and countersigned.
- Manage staff annual leave requests to ensure staffing requirements are met.
- Monitor staff sickness, unauthorised absence and staff turnover reporting findings and proposals for implementation to the Director of Little Dukes.
- To establish good professional relationships with colleagues working in other nurseries.

4 Finance and Administration

- Implement and ensure that set budgets are not exceeded.
- Monitor budgets against overall targets and goals, prepare for and attend budget meetings and plan remedial action for problem areas.
- Maintain accurate budget information.
- To prepare reports as necessary, including statistical analysis of occupancy and financial reports.
- To ensure that all relevant statistics are available on request and submitted when necessary.
- To monitor occupancy to ensure places are utilised to their maximum potential and future requirements are met and effectively managed.
- To ensure that petty cash is used appropriately, and accurate records are maintained and submitted monthly.
- To confirm accurate direct debit lists ensuring compliance with direct debit legislation at all times.

- To prepare and submit payroll amendments on a monthly basis ensuring a high degree of accuracy.
- To keep informed of staff leavers and any relevant changes following payroll submission.
- To ensure that all supplies are used with due economy.
- To ensure prior authorisation is sought for any expenditure outside set budgets.
- To keep all computer systems and records up to date and accurate at all times and to be aware of the Data Protection Act and GDPR and their implications.
- To maintain children's records to a high standard with due regard to confidentiality.
- To observe children through play to identify their individual needs and monthly aims.
- To assist staff in the carrying out observations and evaluations of children's activities.
- To maintain personal contact with parents through meetings, parents' evenings, open days and informal conversations.
- To ensure that all parents are fully informed about the nursery group and that new parents are welcomed appropriately giving due regard to their concerns and questions.
- To communicate effectively with parents through a monthly newsletter informing of nursery activities and developments.
- Ensure that all parents have signed a contract and agreed terms and conditions.
- Monitor and maintain the key worker system.
- To monitor and collate H.S.E logs and information.
- To ensure that no child is in the nursery group without full funding approval and/or a valid Direct Debit in place and to withdraw a place if an account is in debit

5 Marketing

- Ensure that all staff deliver high-quality customer service at all times.
- Ensure that all staff are trained to have regard for the parents/prospective parent's needs and information is communicated clearly and positively.
- Effectively market the nursery group in the local community utilising local events to promote the nurseries image.
- Manage and maintain the waiting list.
- Devise an action plan to ensure that occupancy levels can be maintained throughout seasonal variations.

6 Training and Development

- Be professional, polite and positive in all verbal and non-verbal interactions with staff, parents and children at all times.
- Through regular supervisions identify individual and nursery group development needs ensuring these needs are met through appropriate training.
- In conjunction with management team provide information on appropriate training courses and learning opportunities.
- Ensure all staff are aware of how to access training.
- Ensure that funding is authorised, and relevant paperwork is completed.
- Monitor and evaluate effectiveness of training through staff member's evaluation after training, following agreed actions to improve practice.
- To organise and implement on the job training within the nursery group.
- To ensure that trainee staff have experience with different age groups and that appropriate learning objectives are assessed and evaluated accordingly.
- To ensure that areas for development on Individual Development Plans are worked towards at all times.

7 Health & Safety

- To ensure that the physical environment of the nursery group is maintained to comply with the requirements of the Health & Safety at Work Act.
- To ensure that daily Health & Safety checks are carried out.
- Be aware of and comply with EHO and COSHH regulations.
- Appoint Health & Safety coordinator, providing training, support and opportunities to relay appropriate policies and practices to staff.
- Ensure that all staff are aware of their own responsibilities.
- Ensure that all security systems are fully operational, and access is denied to unauthorised personnel.
- Ensure that all risk assessments are up to date, and fire drills are carried out on a regular basis and recorded accurately and promptly.
- To bring any problems to the attention of the Principal.
- To have clear knowledge of procedures to be followed in case of emergency e.g. Fire, and accident, completing and submitting relevant paperwork.
- To oversee all medication administration within the nursery group following medication policy.
- To assist in the requisitioning for repairs and replacement of equipment.
- Operate high standards of cleanliness and hygiene within the nursery group.
- To ensure that staff carry out appropriate indoor and outdoor equipment checks, checking the garden before each use.
- To ensure the nursery group is kept clean and hygienic at all times and that staff carry out cleaning duties throughout the day following the Environment Cleaning Policy.
- To ensure that staff carry out regular cleaning of equipment and that it is recorded accurately.
- Lock up ensuring that the nursery group is safely secured and alarmed.
- To ensure that equipment and resources used are of suitable design and condition, well maintained and conform to safety standards.

8 Communication

- Respond promptly to all communications – letter, email, phone, in person.
- Ensure all centrally received communications are properly dealt with.
- Make sure that all enquiries from prospective parents are dealt with
- Obtain prior written consent and approval from the Director of Little Dukes for all mass communications to groups of parents, carers or bill payers, except in cases of an emergency.

This Job Description is not intended to be a complete inventory of all the activities the jobholder would be expected to undertake.

The post holder is required to comply with all the nursery's policies and procedures and to meet his/her responsibilities under the Health & Safety at Work Act.

This Job Description will be subject to review and change in light of future developments.

The post holder will be actively involved in the review with the Director of Little Dukes.



Person Specification (Principal/Area Manager)			
Criteria	Essential	Desirable	How to be assessed
Qualifications, Knowledge and Experience:	<p>Full and Relevant Level 3 Qualification in Early Years Education</p> <p>Minimum 2 years' Management experience</p> <p>Minimum 3 years' Nursery experience</p> <p>Excellent working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance.</p> <p>Knowledge and proven practical experience of implementing good quality learning opportunities.</p> <p>Knowledge of and commitment to: child protection, health and safety, equal opportunities and SEN/Inclusion</p> <p>Experience of working as a key worker for a group of children and their families</p> <p>Ability to observe, assess and report on children's behaviour</p>	<p>Full and Relevant Level 6 Qualification in Early Years Education</p> <p>Paediatric First Aid / Food Hygiene</p> <p>2 years+ Management experience. Ability to coordinate in a specific specialist area e.g., SENCO</p> <p>3 years+ Nursery experience</p> <p>Designated Safeguarding Lead</p>	<p>Qualification Certificates to be checked against the DfE Qualification Spreadsheet.</p> <p>Certificates provided at interview</p> <p>Application form, CV and interview</p>



Planning and Organising:	<p>Excellent organisational skills.</p> <p>Ability to create and implement basic systems for child records.</p> <p>Ability to manage budgets effectively</p> <p>Experience of administering free entitlement funding and payment processes</p>	<p>Ability to plan, devise and develop systems of work</p>	<p>Interview</p>
Problem Solving and Initiative:	<p>Able to work on own initiative</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p>	<p>Flexibility and adaptability in the face of challenging circumstances with a respect for confidentiality</p> <p>Experience of addressing areas for improvement from Ofsted inspections</p>	<p>Interview</p>
Management and Teamwork:	<p>Ability to work as part of a team</p> <p>Effective team leadership - ability to lead a team, manage effectively and efficiently, upholding positive working relationships and be an effective mentor.</p>	<p>Experience of handling challenging situations and supporting the team through these.</p>	<p>Interview</p>
Communicating and Influencing:	<p>Empathy and understanding of children under five.</p> <p>Excellent verbal and communication skills with children and parents.</p> <p>Ability to write reports and keep clear and accurate records</p>	<p>Experience of liaising with Ofsted Inspectors, Early Years Development Officers, EHO Inspectors, Health & Safety Inspectors, Doctors, Health Visitors, other Childcare Professionals and external agencies.</p>	<p>Task - writing an email response to a parental complaint.</p> <p>Interview</p>



Other Skills and Behaviours:	Administrative and basic IT skills Good numeracy and literacy skills	Experienced with the IT systems in place within the Nursery	Interview
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