

Meithrinfa Sêr Môr Beaumaris  
c/o Ysgol Gynradd Beaumaris  
Maes Hyfryd, Beaumaris, Ynys Môn LL58 8HL

Tel: 07775 992 706

E-Mail: [sermorb@gmail.com](mailto:sermorb@gmail.com)

Registered Charity: 1190307



**JOB DESCRIPTION:** Nursery Manager.

### **Purpose of post**

- To deliver and ensure a high standard of physical, emotional, social and intellectual care for children placed in the nursery meeting all standards as set by the regulatory bodies.
- To ensure that the preschool nursery is a safe environment for children, staff and others.
- To manage the day to day activities of the setting, managing personnel within the nursery implement the daily routine.
- To developing partnerships with parents/carers to increase involvement in their child's development.
- To be responsible for any tasks delegated by the committee.

### **Responsible to**

The registered person and the committee.

### **Duties and Responsibilities, Key areas:**

1. Overall day to day management responsibility for the preschool nursery.
2. To be responsible for the efficient running of the preschool nursery and overall delivery of a high quality service.
3. To ensure that the preschool nursery provides a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
4. To ensure all records are properly maintained in accordance with the policies and
5. procedures as set out by the regulatory bodies.
6. To ensure the preschool nursery meets Estyn requirements at all times.
7. To ensure that the preschool nursery plans an appropriate play based Early Years Foundation Phase curriculum that enables children to make individual progress.
8. To work with other professionals in the local area for the benefit of children and families. This will include collaboration with Ysgol Gynradd Beaumaris to promote intake and support transition.
9. To manage, supervise and support the preschool nursery staff.
10. To ensure all staff understand and work to preschool nursery policies and procedures, including how to deal with child protection issues

appropriately and how to respond to incidents, accidents, complaints and emergencies.

11. To conduct staff appraisals and supervisions as appropriate and to identify staff training needs.
12. Take responsibility for planning, which ensures each child is working towards the early learning goals.
13. To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
14. To manage patterns of children's attendance, bookings and vacancies, day to day finances and budget ensuring the committee are aware of the position.
15. To work in partnership with the committee to update and review the self-evaluation and improvement plan.
16. To undertake any other reasonable duties as directed, in accordance with the preschool aims and objectives.

### **Factors: Essential Criteria**

#### **Education & Qualifications**

Minimum Level 3 Diploma in Children's Care, Learning and Development or equivalent.

DBS Check

Paediatric First Aid.

Food Hygiene Certificate.

Fluent Welsh speaker (consideration would be given to an active learner.)

A willingness undertake ongoing training to update and gain new skills and knowledge.

#### **Experience/ Knowledge**

A minimum of 2 years' recent experience, working in a Preschool /Nursery setting, ideally already in a senior practitioner or room leader role.

Excellent working knowledge of the Early Years Foundation Phase and current Estyn statutory guidance.

Knowledge and proven practical experience of implementing good quality learning opportunities.

#### **Skills & Attributes**

Empathy and understanding of children under five.

Excellent verbal and communication skills with children and parents.

A commitment to promote the Welsh language and culture.

Ability to write reports and keep clear and accurate records.

Excellent team leadership and organisational skills

Effective administrative and basic IT skills

An awareness and desire to implement ethical and ecological sustainable working practices.

Calm and caring nature.

Ability to work as part of a team and to work on own initiative.

**Personal Qualities.**

Reliable, enthusiastic, and flexible.

A commitment to quality in all areas, with a high level of motivation and enthusiasm

A creative thinker and an ability to perform under stress.

A good sense of humour.

**Working Arrangements:** 8:30-1:30pm Mon- Fri.

(Initially with the prospect of extending this.)

**Salary:**

£12:00-£12.50 ph

Based on qualifications and experience.