

Job Description.

Job Title:	Manager of Auchlone Nature Kindergarten.
Work Base:	Auchlone Kindergarten. Abercairny Estate, Crieff, Perthshire. PH7 3QZ.
Hours of work:	Up to full time hours (estimated 38 hours per week). Part time appointment may be considered. (Flexibility of working hours will be necessary from time to time subject to exigencies of the service)
Salary:	Salary is depending on experience.
Accountable to:	Chief Executive- C Warden.
Working Relationships:	Children, Colleagues, parents, students, local authorities, members of the public.

The successful candidate will:

- Be passionate about education with nature,
- Have great communication skills with children, staff and parents/carers,
- Be organised and focused,
- Be friendly and approachable.

This is an exciting opportunity to become part of a sector leading early years setting.

Job Purpose:

The Nursery Manager will;

- Be expected to provide high quality, flexible childcare for families from the local communities,
- Oversee the operation of the day nursery to the highest standards, ensuring that the best possible environment and care are provided for young children,
- Ensure the children's personal needs are met at all times,
- Ensure that, as a manager, the facility meets required standards as laid down by Scottish Care Inspectorate (SCSWIS), Education Scotland and Perth and Kinross Council.

Principal Accountabilities:

The main job functional tasks, in no particular order and not intended as an exhaustive list or priority are as follows;

- Provide the highest standard of day care for children and support the daily running and administration of the service (for example: oversee/ complete daily planner, individual learning files of children, site development plan.)
- Ensure the health, safety and security of the children at all times. Ensure children are collected by someone known to the nursery and that good standards of hygiene and safety are maintained.

- Develop the children's abilities to form positive relationships with other children and adults enabling them to learn and play cooperatively, increasing their confidence and realising their potential.
- To establish and maintain positive relationships with children and their families in a way that values parental involvement.
- Provide a first point of contact for statutory authorities including the Care Inspectorate, completing paperwork and requirements including those in line with Perth and Kinross Council as a Partner Provider.
- Responsible for managing all the nursery daily administration and budgeting, including all aspects of invoicing.
- To organise and facilitate holiday camps for 5 to 12 year olds.
- To regularly liaise with the marketing team to develop social media, blog and other marketing content and to devise marketing strategies for Auchlone Nature Kindergarten.
- To provide a service that respects children's life experiences and celebrates diversity in terms of language, culture, ability, race and religion.
- To work effectively as part of a team.
- To work within the agreed framework of policies and procedures within the Centre, as well as the local authority for Auchlone – Perth and Kinross Council.
- Be flexible within working practices of the nursery. Be prepared to help where needed including undertaking domestic jobs such as the preparation of snack meals, lighting the wood stove, washing dishes, cleaning equipment, putting out rubbish.
- To help and support students/volunteers on placement.
- Ensure that Child Protection policies and procedures are adhered to at all times.
- Undertake any training as required.
- To lead in staff meetings and planning and development days.
- To act as an ambassador for the organisation and maintain a positive image of its aims and objectives.
- The nursery manager will work closely with the office team and senior trainers. Information and guidance will be readily available; however, the nursery manager will be expected to work autonomously in relation to the day to day management of nursery. The role requires the confidence to make day to day decisions thoughtfully and with a high degree of sensitivity to the needs of children and families.
- The Nursery Manager will be expected to make recommendations and proposals about service developments and changes, but not to make decisions about substantive changes to the nursery.

This description of the job is as it presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have

occurred or are being processed. The review process is carried out jointly by the general manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes.

June 2017

Early Years Manager: Person Specification.



Essential:	Desirable:
<p>Education/Qualifications:</p> <ul style="list-style-type: none"> • SVQ Level 4 or working towards BA degree. • A thorough understanding of all nursery guidelines and procedures according to National guidelines. • PVG Disclosure (or equivalent). • SSSC registration. 	<ul style="list-style-type: none"> • Food hygiene qualification • First Aid in childcare or Outdoor First Aid. • BA Childhood Practice or similar degree. • Child protection training.
<p>Experience:</p> <ul style="list-style-type: none"> • Deputy or management level experience. • Working with children under the age of five in a nursery or similar setting. • Experience of statutory care standards requirements. • Must enjoy working in the outdoors in all weathers. 	<ul style="list-style-type: none"> • Experience of working with children up to 12 years. • Budget management experience.
<p>Knowledge/Skills:</p> <ul style="list-style-type: none"> • Excellent interpersonal skills. • Excellent observational skills. • Excellent organisational skills. • General administration skills. • Good IT skills. • Must have good numeracy skills. • Knowledge, understanding and practical experience of Day Care for young children • Knowledge and practical understanding of child development and parenting • Knowledge and understanding of legislation and regulations relating to day care for young children and the inspections process for approval of day care settings • Knowledge and ability to create and implement 	<ul style="list-style-type: none"> • Up to date child protection training. • Full current driving license.

<p>policies and procedures consistent with legislation, regulations and local requirements</p> <ul style="list-style-type: none">• Able to work independently and to manage own time efficiently• Experience of managing, supervision and appraisal of staff• Ability to develop an effective team• Warm and caring personality – friendly and approachable to families• Ability to create and implement basic systems for child records• Ability to communicate effectively with staff at all levels• Commitment to the principle that families ‘know best’ about their own needs• Commitment to equal opportunities for all children and families.	
<p>Personal qualities:</p> <ul style="list-style-type: none">• Ability to support others as part of a team.• Able to demonstrate sound judgement, discretion and tact.• Committed to high standards of service• Ability to maintain confidentiality• Committed to Mindstretchers vision and values.	