

Senior Nursery Room Manager

Our Vision

To give every child the best start in life

Our Mission

Deliver high quality childcare & exciting opportunities for learning that gives every child a head start as they prepare for school

Your Mission

This is a summary of your job with us but as part of our team we expect that you will undertake other reasonable duties to ensure that your nursery is always the best it can be in line with our Core Values.

As a Senior Nursery Room Manager you will be the 3rd in charge of the setting, hold keys and step up in the absence of the Assistant Manager. You will also manage a team of individuals and will guide and support them by role modelling your knowledge and best practice.

Care: We take care very seriously

- As a manager of a team you have overall responsibility to ensure the relevant statutory and legal welfare and curriculum requirements are always met
- You have a duty to ensure that your team perform to the highest standards and are managed in line with Busy Bees policies and procedures
- As a keyworker for a group of children you will ensure every individual child's needs are met, every day
- Safeguarding children is your priority making sure all children in the setting are safe and protected from harm
- Speak Up against practices that don't support safeguarding or our Core Values

Service: We are an integral part of a parent's support network

- Get to know the families at the setting to create a trusting rapport with parents and be able to manage parental complaints/concerns in an efficient timely manner
- Update parents on their child's day and development with invaluable professional feedback
- Support parents with any SEN/ASL needs their child has or that are identified with respect, care and professionalism
- Be instrumental in the planning and delivery of parents' evenings and open days to promote your nursery and showcase your brilliance and excellence
- Always take responsibility for your role and aspire to Being your Best

Quality: We set and maintain the highest standards it's what children and parents deserve

- Embrace and promote our Standards of Excellence in every part of your role. Making our nurseries a great place to work, play and visit
- Take pride in your teams planning observation and assessment procedure, utilising UP to ensure that children are provided with exciting development activities that are age and ability appropriate
- Train your team and adhere to our childcare policies so all settings are consistent and delivering high quality childcare & best practice always
- Organise and attend training to ensure you and your team are always up to date with curriculums / programme requirements in the nursery
- Organise and attend staff meetings to communicate business changes and best practice
- Challenge any behaviours or practices that go against Busy Bees expectations and address any issues and escalate as required.
- Be a key player to ensure the nursery receives excellent outcomes in internal audits and those of external authorities such as Ofsted, CI, CIW
- Show true professionalism in your communication style
- Lead your team and train them to ensure the nursery is always abiding by HR policies and procedures

Value: We ensure that we provide outstanding value for money

- Ensure your setting is clean and welcoming, with well-kept educational resources accessible for all children
- Lead your team to ensure effective communication with other employees & ratios are maintained within the setting
- Ensure that all children's observations provide an accurate, detailed reflective account of the child's development and provide challenging developmentally appropriate next steps to extend their learning ensuring they are given the best opportunities for the best start in life
- Ensure that your team encourages and praises children's development and share in their successes by creating an environment for learning that is relaxed and enjoyable always
- Encourage and praise your team to motivate and enable them to deliver the best start in life for every child

Your Qualifications and Experience

- NNEB or BTEC Nat Dip or CACHE Dip in Childcare or NVQ level 3 or SVQ
 - At least 2 years previous experience working and caring for children under 5, ideally within a nursery environment
 - Previous experience of leading/managing a small team
 - Passion to deliver high quality childcare and exciting learning opportunities
- 