

Kids in Charge – Rightstart Nursery

JOB DESCRIPTION Third In Charge

Scope of Position

- To assist in ensuring that all children attending the setting are kept safe and receive rich and stimulation play experiences appropriate to their age and stage of development.
- In the absence of the manager to undertake the overall day-to-day management of the Nursery.
- To assist the manager in ensuring that all legislation in relation to registration with regulatory bodies, special needs, child protection and Health and Safety is complied with and that company policies and procedures are adhered to.
- To act as setting SENCO

Key Responsibilities

Childcare and Education

- Promote high standards of quality within the Nursery regarding the environment and resources for children, experiences offered to children and planning and record keeping.
- Lead in the implementation of the Early Years Foundation Stage (EYFS) curriculum.
- Promote and facilitate partnership with parents/carers and other family members.
- Support the development of good practice with regard to special needs and inclusion.
- Work with the team to continuously improve quality of childcare and education.
- Ensure that children are kept safe and that staff understand, and when necessary follow, Child Protection Procedures.
- Ensure that the nutritional needs of the children are met and that Food Safety Regulations are complied with.
- Work with the SENCO, advisory teachers, health professionals and local Childcare development team programmes as appropriate.
- Comply with the statutory framework for the EYFS and other relevant statutory regulations, Child Protection Procedures, relevant legislation including the Children Act 1989 and 2004.
- Develop and maintain highly professional working relationships with relevant Local Authority Departments, regulatory bodies and other agencies.
- Remain abreast of current developments in childcare and education policy and practice.
- Ensure that staff is following the key person procedures in line with company policy and EYFS.
- Responsible for purchase, storage and development of children's' play resources and food.
- To be a named first aider, food hygienist and safeguarding officer

Health and Safety

- Undertake a shared responsibility for health, safety and cleanliness throughout the Nursery.
- Ensure the general cleanliness of the children at all times.
- Adhere to all Health and Safety policies and procedures.
- Be fully aware of all emergency and security procedures e.g. fire precautions, security, dropping off and collection of children.
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- Operate the highest standard of hygiene and cleanliness in the furnishings, toy area and food surface areas.
- Implement Health and Safety policies with in the Nursery with support. To audit, evaluate and manage risk and ensure that any actions are passed to staff and implemented immediately.
- Be responsible for ensuring the Nursery remains compliant in regards to suitably trained staff with relevant first aid qualifications.

Operational

- Assist the manager with the effective day to day management of the Nursery.
- Assist the manager with all day to day paperwork within the Nursery.
- Promote the Nursery to current parents and potential customers.
- Support the manager and staff during inspections by regulatory bodies and to assist in the implementation of any recommendations.
- Act as manager in their absence and assume all the responsibilities
- Lead staff meetings and provide training
- Update policies and procedures and ensure they are delivered and maintained

Financial

- Assist the manager in monitoring petty cash and other budgets and maintaining petty cash systems.
- Assist the manager with the collection, recording and banking of fees.
- Maintain a budget for the breakfast and afterschool Club at the Nursery for resources.
- Be responsible for the retention of customers and clients.

Staff

- Assist the manager with the recruitment induction procedure of all new staff.
- Support and supervise all staff with their day to day duties.
- Be responsible for participating in all self-development activities including appraisals, supervisions etc.
- Responsible for the day to day running of the afterschool Nursery staffing and deployment, organise rotas bi weekly.
- To ensure that staff adhere to nursery policies, objectives and code of conduct.
- To manage and deliver against agreed Key Performance Indicators, all aspects of nursery financial and operational management, including occupancy, staffing rotas, parent invoicing, payroll information.
- To Market the nurseries and take ownership of following up on enquiries, show rounds and occupancy
- To carry out regular supervision with staff

Communication

- Develop and promote parental partnership and involvement.
- Ensure good communication between all users of the services.
- Maintain communication links with outside agencies.

- Assist with the co-ordination and to lead regular staff meetings, planning meetings and parents' meetings and other events including organising agendas and minutes.

General

- Assist the manager with 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.

- Use the computer effectively for storing information through the club software system.
- To undertake any other duties as reasonably requested by line management.
- To adhere to all company policies and procedures.
- To ensure the company's policies on diversity and equal opportunities are adhered to.

Person Specification

Essential Criteria	Desirable Criteria
Relevant Experience	
A minimum of 3 years post qualifying experience in a full day care setting / Nursery	
Experience of leading and supporting staff teams to improve practice	
Education and Training	
A minimum and Education qualification equivalent to NVQ level 3 plus min 1-year experience in leadership or CURRICULUM responsibilities in a childcare setting.	A higher-level qualification in Early Years Childcare and Education / Childhood Studies
Solid understanding of planning outcomes for children and monitoring progress and evidencing this.	
GCSE English GCSE Maths	A Management Qualification
Current Paediatric First Aid Qualification	
Knowledge	
A sound knowledge of child development for children from three to 12 years	
A good understanding of the Early Years Foundation Stage (EYFS) curriculum	
An understanding of a play-based approach to children's learning and development	A knowledge of research related to childcare and education
Knowledge and understanding of the statutory framework for the EYFS or relevant statutory regulations for Scotland and Wales and the inspection process of regulatory bodies	Knowledge and understanding of the key legislation related to childcare education
Understanding of the role of the 'Key Person'	
A sound knowledge of child protection procedures	
Skills and Abilities	
Excellent communication skills both written and verbal	
Ability to develop effective relationships with colleagues, parents and outside agencies	
Ability to lead a team. The ability to plan and organise own workload and that of others	
The ability to use computers and software packages confidently	
Highly organised	
Other Requirements	
An understanding of and commitment to equal opportunities	
An understanding of Health and Safety in the workplace	
A willingness to undertake further relevant training including some evenings and weekends	