

We are actively searching for a manager for our Wembley branch. For all applications, please email [info@christchurchkindergarten.co.uk](mailto:info@christchurchkindergarten.co.uk). Below is the full job description.

**Job title** – Manager in early years and childcare

### **Essential qualifications required**

Foundation Degree, NVQ Level 3 in Childcare, Learning and Development or an equivalent qualification

### **Purpose of role**

To deliver high quality education and care through play for children aged 12 months – 5 years in an inclusive well established Kindergarten setting. The manager will be counted within the ratio and would be included in all day to day duties may have key children if required.

### **Working hours**

The Kindergarten is open from 8.00am to 4.00pm term time. Setting up and packing is required at a high quality.

### **Duties**

To demonstrate in practice a high level of understanding and confidence in the requirements of the Early Years Foundation Stage and the Special Educational Needs Code of Practice & Ofsted regulations.

To support children aged 12 months– 5 years from diverse backgrounds with individual needs, including social needs, personal care needs and physical and complex needs

To provide and initiate a well-planned and stimulating curriculum, in order to promote children's learning across all areas of development

To support the work of the nursery team, including lifting, carrying and moving children, equipment and resources as appropriate

To demonstrate effective practice in observing and assessing children's learning and planning according to children's developmental level and to support the team.

Use effectively the Eylog observations, checking staff observations in the manner that is used across all branches. Grammar, punctuation must be checked thoroughly.

To implement any specialised programmes agreed with external professionals that will support the learning and development of individual children

To maintain accurate records and write coherent, concise reports for use by other professionals as required and support team members

To communicate effectively and sensitively with parents/carers about their children's learning and development

To demonstrate understanding of the procedures for Safeguarding Children

To implement the nursery's policies for Equal Opportunities, Health and Safety and Confidentiality

To attend training and participate in staff and planning meetings in order to contribute fully to the work of the Kindergarten.

To share responsibility for the induction and ongoing support of students or volunteers in the setting

To demonstrate reflective practice

To communicate effectively with colleagues and with the wider professional team

To share responsibility with other team members for the well being of all Kindergarten users, including children, parents/carers, staff, and multi-professional colleagues.

To inspire the team to promote effective communication with each other and parents.

Other duties which are for the well being of children may be required.

### **Section 3 – Personal specification**

Knowledge and experience of delivering high quality Early Years Foundation Stage practice including implementing the Special Educational Needs Code of Practice

Knowledge and experience of planning effectively for and supporting children's individual needs.

Ability and willingness to meet children's personal and intimate care needs sensitively and to lift, carry and move children, equipment and resources

Ability to observe and record children's learning and development effectively

Ability to work on own initiative and with others in a multi-disciplinary team in a busy environment, including implementing agreed strategies for children's learning and writing coherent and concise reports

Ability to communicate effectively and sensitively through oral and written communication, (including listening,) with children and adults

Knowledge of the required procedures for safeguarding children

Knowledge and understanding of Equal Opportunities, of anti-discriminatory practice in working with children and their parents/carers and knowledge of required Health and Safety procedures

Ability to adhere to policies regarding confidentiality

A willingness to attend appropriate training courses to promote professional development and to keep up to date through professional reading

A willingness to extend working hours to allow for planning time and other meetings by prior arrangement

Ability to share responsibility for the induction of students and volunteers by arrangement

Ability to reflect on and evaluate practice and communicate ideas and opinions effectively to others

Ability to respond sensitively and appropriately to all users of the Kindergarten.