



## Kindergarten Manager Role Description

### The Kids Love Nature Values

It is expected that employees of Kids Love Nature uphold the following core values of the company at all times and that these are reflected in all aspects of their work:

**Inspiring**...passion, positivity, high expectations, motivated, focus on strengths, enthusiastic.

**Considered**...responsible, thoughtful, give and take time, be aware, careful investigation, proactive.

**Love**...compassion, joy, commitment, patience, happiness, trust, respect

**Learning**...enjoy the journey, always developing, embrace change, evolve, studious, researcher

### Context and Purpose of the Role

A compassionate, kind and caring leader who seeks to motivate and inspire practitioners to work with children and parents to the very best of their individual abilities. The kindergarten leader will have developed a deep respect and love for children and will now be able to expand on this as they work with parents and colleagues in order to ensure the very best provision for children and to create a harmonious and satisfying working environment for their team. The role demands recognition that both boldness and humility are needed in supporting and leading colleagues.

The manager is responsible for the daily running and administration of the kindergarten whilst adhering to the Company policies and procedures at all times. The role involves ensuring compliance with the Childcare Act 2006, all Health and Safety legislation, the Early Years Foundation Stage (EYFS) framework, and requirements as laid down by the Government and regulated by Ofsted.

### The Kindergarten Manager has Responsibility for:

- Ensuring that the kindergarten provides the highest quality, **inspirational** early years care and education.
- Ensuring that every aspect of provision is compliant with Company policy, relevant legislation, and current requirements as laid down by the Government and regulated by Ofsted.
- Leading the kindergarten team in a **considered** way, with compassion and humility, to ensure that each practitioner is inspired, committed and working to the best of their abilities and skills. The manager will seek help from, and be guided by, the management team where appropriate.
- Agreeing key priorities for the kindergarten with the management team and the kindergarten team.
- Ensuring that events, processes and procedures are successfully completed within agreed deadlines.
- Demonstrating a clear understanding that in order for the kindergarten to thrive, the business must operate in a profitable way.

**Main Duties (this list is not exhaustive, but shows the range of duties required)**

- Offer all children equal opportunities with regard to their religious persuasion, racial origins, gender, disabilities, cultural or linguistic background; in particular, challenging situations where racism or discrimination is displayed.
- Develop and maintain the nursery environment and equipment to ensure that it provides a clean, safe and high-quality learning environment that offers children a wide range of experiences and works in conjunction with the Company mission statement.
- Oversee and operate a programme of suitable learning and play activities in line with the Company approach and the EYFS, to foster the growth, happiness and development of each child within a beautiful environment.
- Work with the management team and directors to ensure the kindergarten is operating in a profitable way.
- Recruit and select early years practitioners in accordance with company policy, making sure that those appointed are qualified/have the skills required to work in the nursery; references and DBS clearances are obtained and contracts issued in the required time scales.
- Ensure that all staff receive relevant training and guidance to allow them to carry out their jobs in accordance with the existing processes and through annual performance reviews.
- Working in partnership with parents, implement and manage an effective parent liaison programme, ensuring regular communication and interaction with parents including, producing a regular newsletter for all nursery parents, monitoring the settling in process of all new children, promoting and enabling a parent’s close involvement in their child’s development.
- Develop and maintain an ethos of reflective practice across the nursery and use information to develop and support development plans designed to address areas identified for development across the nursery and for individuals.
- Ensure that it is possible for the setting to run smoothly in the absence of the manager through appropriate delegation and team-work.
- There may be occasions when the nature of this role requires the manager to spend some of his/her own time attending training, events or meetings, or preparing for work.

**Qualifications, Experience and Knowledge**

Essential	Desirable
<p><b>Skills, knowledge and experience</b></p> <ul style="list-style-type: none"> <li>● 3 years’ experience of working with children aged 0-5</li> <li>● At least 2 years’ experience in managing staff and motivating teams</li> <li>● Love of the outdoors as a learning environment</li> <li>● An understanding of staff induction and support</li> <li>● Previous experience of planning, ratios, funding, financial management</li> <li>● A commitment to excellence in early childhood education, with a keen interest in child development and the EYFS</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of Ofsted Nursery Visits</li> <li>● A positive approach to learning and gaining new skills and on-going management training</li> <li>● Experience of using Tapestry and Nursery Genie</li> <li>● Experience in staff training</li> <li>● Experience of working with other professionals i.e. Family Support Workers, Social Workers, teachers</li> </ul>

<ul style="list-style-type: none"> <li>● A commitment to on-going training</li> <li>● Experience of using Microsoft word and Excel</li> </ul>	
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>● Love and enthusiasm for working with young children</li> <li>● Able to understand and support the needs of the child, parents and team, while understanding the needs of the Company as a business</li> <li>● Good organisational skills, record keeping and report writing</li> <li>● An ability to lead, inspire and motivate, with a compassionate and caring approach demonstrating the core values in every aspect of leadership</li> <li>● Excellent written and verbal communication skills with colleagues, parents and children</li> <li>● A positive approach to inclusive practice</li> <li>● A team player with a flexible, considered, kind and resilient approach</li> <li>● Friendly and approachable</li> </ul>	
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>● Level 3 qualification in early years</li> <li>● 2 years' experience of working in a senior position within an early years setting</li> <li>● Completion of Safeguarding Awareness course Level 2 within the last 3 years</li> <li>● A positive approach to gaining further qualifications if necessary for the position</li> <li>● Paediatric First Aid certificate</li> </ul>	<ul style="list-style-type: none"> <li>● BA in Early Years / EYTS / QTS</li> <li>● A level 4 or 5 Management or childcare qualification</li> <li>● Completion of a level 3 Safeguarding Awareness course</li> <li>● A certificate in Health and Safety in the workplace and Safer Recruitment</li> <li>● Completion of other relevant courses</li> </ul>

### Physical Requirements

This position requires an ability to perform the following job requirements, with or without reasonable recommendations:

- Kneeling - Bending -Sitting on the floor -Pushing/Pulling - Jumping
- Running - Dancing - Sweeping - Singing
- Standing - Twisting at the waist - Raising arms above the head
- Rising from kneeling/sitting position - Lifting and carrying children up to the age of 5.

**Kids Love Nature Safer recruitment statement.**

Kids Love Nature are committed to safeguarding the welfare of all children in our care. All applicants therefore must be willing to undergo effective child protection and safeguarding screening, this will include references from previous employers and a DBS check and then registered with the Update service. We shall also seek compliance with sections 15-25 of the immigration, Asylum and Nationality Act 2006 (eligibility to work in the United Kingdom of Great Britain).

All staff must confirm they are not included on Children's barred list or PoVA or barred by the Independent Safeguarding Authority; or disqualified from working with children, or live with someone who has been disqualified from working with children, or been refused registration or had it cancelled; subject to sanctions imposed by a regulatory body, e.g. the Teaching Agency or Health and Care professions council and Ofsted. All our posts are exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and warnings including those regarded as 'spent', must be declared.