



## JOB DESCRIPTION: SETTING MANAGER

***“Community Childcare Centres is committed to safeguarding and promoting the welfare of children and young people and expects all staff, parents, students and volunteers to share this commitment”***

### **Accountable to: GROUP MANAGER / CEO**

The Setting Manager is accountable to the Group Manager to whom regular reports on the childcare setting should be given (including minutes from all meeting held with staff / parents, health & safety, finance, children’s development issues, staff issues, sustainability, relationships with other professionals and monthly reflection detail/data). The Setting Manager has overall responsibility for the Pedagogical / Operational Lead(s) in setting but may also have direct responsibility for these roles (please refer to individual job description regarding these separate roles & responsibilities).

Setting Manager must:

- (A) have at least 5 years’ experience of working in early years with some supervisory experience, including professional development of staff and maintaining the highest standards of care and welfare.
- (B) be organised, trustworthy and able to motivate others, creating a can do culture of kindness and understanding, reaching out to the whole community, making children’s learning visible and valued.
- (C) be passionate about developing an enquiry led approach to children and adults learning and able to demonstrate their understanding of this approach. An understanding of best practice models in early years throughout the world is desirable

Our children and their families deserve the very best childcare service, and we foster a ‘Can Do’ attitude in our people who role model positive dispositions within their teams. This enables Growing Places to be at the forefront of good practice emulated throughout the company.








The Setting Manager will be expected to:

- Be a role model and advocate for the ethos and culture of Growing Places, positively contributing to the delivery of the shared vision and philosophy of the setting/company.
- Be passionate, driven and highly motivated in providing a first class service
- Provide high quality childcare provision, which is flexible in meeting individual need(s)
- Be an effective communicator and be committed to working at the highest standards
- Be positive, enthusiastic and passionate about Early Years childcare and education
- Be highly motivated, provide effective leadership and be a role model to other Early Educators
- Work effectively with other Leads to ensure that the best possible opportunities are available for every individual child,
- Ensure setting environments include a wide range of creative play experiences that are developmentally appropriate and fulfil individual needs, with consideration always being given to the use of the natural environment.
- Promote the company’s healthy eating policy and to be aware of food allergies and special dietary requirements and to encourage the children to enjoy the social aspects of eating together
- Ensure all company standards and policies/procedures are adhered to

### **Key responsibilities, include, but are not restricted to:**












**To have a flexible approach to working in the setting (e.g. hours, rooming requirements, etc) to ensure all responsibilities are completed to the highest standards**



-  To ensure effective planning, reviewing and recording of individual children's development is carried out.
-  To ensure the effective financial controls of the nursery, including billing, chasing debtors, reviewing occupancy levels and staff costs.
-  To provide effective management, motivation and leadership of staff and to ensure efficient administration of the nursery.
-  Initiate and sustain an effective 2-way sharing of information with parents and carers. Confidentiality being a priority.
-  To promote safe working practices and ensure compliance with all health & safety legislation in accordance to Company policies and procedures
-  To be pro-active in own professional development as a role model to other practitioners, including, being aware of new legislation/initiatives in early years and researching best practice to share with management team.
-  To give clear consistent direction to all team members

### **STAFF RESPONSIBILITIES**



Lead on all aspects of team members' staff development, including performance management, and provide effective motivation and support of the team within the setting (ensuring high standards are effectively followed by all team members), including:

-  recruitment / interviews, including volunteer and student training
-  managing new employee induction book (focus on section 2)
-  organising of staff throughout the day
-  staff CPD (incl. appraisals, termly reviews, individual training and/or coaching needs)\*
-  coordinating staff individual & group training needs (incl. company mandatory training & first aid)
-  delivering training workshops
-  staff motivation, concerns (incl. capability & disciplinary)
-  staff recognition & rewards
-  setting development / setting action plan
-  lead staff reflection meetings – incl. setting agenda
-  leadership reflections – sharing targets / actions

*\*including recording all staff training on personnel files, staff training log and appraisal & review log as part of company CPD procedures and develop an individual, setting and/or company training plan*





### **PARENT / COMMUNITY RELATIONSHIPS**

To build relationships and strong communication links within the local community, including shared site links (e.g. children's centres, local schools, professional agencies) and, where possible, promote a shared vision to ensure consistency of care for all families. To encourage parent participation and understanding of their child's learning in a sensitive and professional manner, including:

-  coordinating parent show-arounds;
-  leading on parent partnerships, including: working with all children and their families to ensure that they are gaining all appropriate support and advice

### **PLANNING PROCESSES & TRACKING OF CHILDREN**

Create a well-thought out environment with open-ended resources, which encourage curiosity and investigation for all children and aim to "make children's learning visible". To monitor and coordinate reflective practice, including observation, assessment and emergent planning processes, including:

-  coordinating effective practice, including observation, assessment and emergent planning processes\*
-  coordinating one & physical project opportunities
-  lead staff on recording & documentation
-  implement & support planning process



- monitor/track children's individual and group progress
- monitor tapestry for staff consistency

### **ADMINISTRATION RESPONSIBILITIES**

To ensure efficient administration of the nursery effective financial/other controls\* of the nursery (including billing, chasing debtors, reviewing occupancy levels and staff costs)

- monthly reflections/dashboard data & detail
- termly group manager's visit - audit & action plan
- ensuring reporting procedures are followed
- setting communication\* – e.g. calendar / events / newsletter

*\* regularly report to the CEO / Group Manager, as required (incl: minutes from all meeting held with staff, health & safety matters, monthly reflection information, children's development issues, staff issues, other concerns).*

### **HEALTH & SAFETY RESPONSIBILITIES**

To maintain high standards of cleanliness, housekeeping and hygiene in the nursery. Promote safe working practices and ensure compliance with all health & safety legislation in accordance with Company policies / procedures, including:

- encouraging all to follow safe working practices that reflect the company standards, policies and procedures
- opening and closing procedures for setting are managed effectively, updating as appropriate
- ensuring that setting Health & Safety action plans are managed effectively

### **PERSONAL PROFESSIONAL DEVELOPMENT**

- to keep up-to-date with new legislation/initiatives in early years and researching best practice to share with all team members
- to be responsible for enhancing your personal and professional continuous development (including training/ coaching/workshops/setting based training/mentoring)

Positive, professional attitude for all responsibilities and any company developments

Any other duties as maybe deemed suitable to the post, as agreed with the CEO and within the context of the contract of employment. Priorities are likely to vary from time to time.