

ABSENCE OF THE MANAGER

In the absence of the Nursery Manager, the deputy Manager, followed by the Early Years Supervisor then a Senior Supervisor would ensure that high standards of care and education continue to be provided to the children. This includes ensuring that the following policies and procedures are upheld:

- Staff effectively deployed throughout the nursery
- Weekly fire equipment checks including smoke alarm testing
- Ensure food hygiene standards are being maintained
- Ensure security of the children and premises are upheld
- Liaising with parents/carers as appropriate
- Accurately maintain the nursery's database, registers and documentation concerning health and safety and child protection
- Uphold the nursery's confidentiality policy
- Ensure that the nursery's planning for the individual needs of each child is maintained to a high standard

Any other task that could be reasonably expected of a manager:

- Understand and fully implement the nursery's policies and procedures
- Participate in professional development and training
- Mentor staff to ensure the policies and values of the nursery management are understood and implemented
- Share good childcare practice with colleagues, display exemplary behaviour and act as a role model to junior staff
- Provide high quality care and activities for children which recognise both individual and group requirements in a secure, safe and stimulating environment
- Organise activities, both inside and outside the nursery, which encourages creativity, development, co-ordination, independence, self-expression, and learning through play
- Work in partnership with parents and carers, recognising that parents are their children's first educators, and encourage parental involvement in the nursery
- Be aware of Safeguarding issues and follow the nursery's Safeguarding procedures
- Ensure close monitoring of children about whom there are concerns.
- Work in partnership with other early years professionals and outside agencies
- Fully comply with the nursery's outings policy to ensure the safety of children outside nursery premises.
- Be responsible for the management of trips and outings as appropriate e.g. by deploying staff appropriately, maintaining documentation, briefing staff and parents/carers in advance, taking appropriate action to minimise any risks
- Co-operate in the implementation of the health and safety policy and ensure that the nursery's practice and environment meets health and safety standards
- Be a nursery key holder and available out of hours to respond to emergencies