**Job Description for:** Principle

**Responsible to:** Your line manager will be the Luke Winham. In their absence you will be required to report to the Andrew Reid

**Department:** Senior Management

**Role:** To provide professional leadership and management of the nursery, to effectively manage the day- to day running of the nursery and to deliver the highest standards of care and education.

**Job Brief:**

* Ensure high standards of care and education.
* Ensure compliance with regulatory requirements.
* Ensure staff feel supported in their roles.
* Meet targets for revenue and costs.

**Dress Code:**

* Hair to be tied back and presentable at all times
* Non-ripped blue jeans to be worn
* Inside and outside shoes to be worn where appropriate
* Nursery top, cardigan, navy blue blazer for show rounds and name badge to be worn at all times
* Hair to be a natural colour
* No prominent tattoos on display
* Small and appropriate jewellery items only to be worn
* No fake nails or chipped nail varnish

**Key Tasks**

Childcare and Education

* Promote high standards of quality within the nursery in respect of the environment, resources and experiences offered to children.
* Ensure that all children attending the nursery receive rich and stimulating experiences appropriate to their age and stage of development.
* Ensure that practice and provision in the nursery meets the requirements of the Early Years Foundation Stage.
* Ensure that children are kept safe and that staff understand and, when necessary, follow Safeguarding Procedures.
* Promote and facilitate partnerships with parents/carers and other family members.
* Support the development of good practice with regards to special needs and inclusion.
* Support pre-school staff in delivering the Foundation Stage; ensure that provision in the nursery meets the requirements of the local authority expectations in relation to nursery education grant funding for three and four-year-olds.
* Establish, develop and maintain highly professional working relationships with relevant Local Authority Departments, regulatory bodies and other agencies.
* Create and maintain a culture of self evaluation and reflective practise throughout the nursery.

Health and Safety

* Manage the day-to-day operation in order to ensure the health and safety of the children, their parents and carers, the team and any visitors to the nursery.
* Adhere to all health and safety policy and procedures.
* Be fully aware of all emergency and security procedures.
* Be responsible for ensuring the nursery remains compliant in respect of suitably trained staff with relevant first aid qualifications.
* Be responsible for ensuring that all staff receive Health and Safety training.

**Job Profile**

Finance

* Manage staff costs with regard to budget projections.
* Maintain accurate records and accounts for the nursery and produce management information as required.
* Control costs in line with agreed budgets.
* Understand and utilise management systems and information to maximise commercial benefits.

Operational

* Facilitate inspections by regulatory bodies and implement any recommendations.
* Agree and deliver occupancy targets.
* Ensure accurate reporting in respect of occupancy, quality and standards.

Staff

* Recruit, induct, support, train and appraise all staff to ensure delivery of high-quality childcare practice.
* Develop a well-qualified and experienced team able to meet and exceed all relevant standards.
* Identify training needs; develop training plans and evaluate training undertaken by staff.
* Work in conjunction with HR and H&S providers in disciplinary and grievance investigations and hearings.
* Develop open and positive working relationships with staff.

Marketing & Customer Care

* Proactively represent the Company and advance its interests in the local community.
* Promote the nursery to current parents and potential customers.
* Ensure that all staff develop and maintain friendly and professional relationships with parents and carers.
* Be responsible for ensuring that all complaints and concerns are actively resolved in a timely manner and that these are reported to the senior team.

General

* Responsible for all administrative duties associated with the nursery, such as maintaining children’s records, ordering equipment, maintaining inventories and keeping personnel records.
* Adhere to all Company policies and procedures.
* Ensure that the Company’s polices on diversity and equal opportunities are adhered to.
* Undertake any other duties as reasonably requested by senior line management.

This list is by no means exhaustive and as your role develops there may be changes or additions to this list. You will be required to support the needs of the business within your role throughout your working hours at the nursery.