

Head of Nursery

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| Reports to: | Raised in Bristol Directors |
| Working hours: | 40 hours per week |
| Salary: | £27,000 - £30,000 |
| Probationary Period: | 6 months |
| Work Location: | Easton Community Nursery (at Easton Community Centre) |

Purpose of role

To act as the strategic and operational lead for Raised in Bristol's nursery provision, developing a high quality, sustainable and community focussed service for families.

The Head of Nursery is accountable for compliance, quality of curriculum, recruitment and management of human resources as well as managing income and expenditure within an agreed budget.

ORGANISATIONAL SUMMARY

Raised in Bristol provides children's nurseries in community owned spaces. We want to help local communities prosper and by working in partnership with community organisations, we can achieve local impact and be accountable to the local community.

Our business model is also designed to support the sustainability of our host community organisations by paying a rent (as a long-term anchor tenant) and by donating a large proportion of our profits. This will mean that social and economic wealth is recycled in each community we operate.

It is Raised in Bristol's intention to open several nurseries across Bristol with the one at Easton Community Centre being the first. Raised in Bristol wants the children of different communities across Bristol to grow up feeling a stronger connection to their own neighbourhood as well as to the wider city.

Raised in Bristol is a new social enterprise that has been set up by three directors - two of which were part of the Southville Centre's nursery success story. All are experienced business managers and well respected in the world of social enterprise.

Raised in Bristol directors: Anne Malindine, Sasha Lines, Kirsten van den Hout



ROLES & RESPONSIBILITIES

A. Operations:

1. Recruit, manage and deploy nursery staff, ensuring provision of a consistent, high quality and suitable staff team for delivery of services.
 - *Develop and manage systems and administration for recruitment, staffing, performance management and the continuous professional development of all staff, ensuring these comply with equal opportunities.*
2. Manage, monitor and report on the occupancy levels of the nursery, meeting targets and ensuring occupancy is maximised at all times.
 - *Create, and utilise, opportunities to promote the organisation and its reputation, to families, partners and the wider community.*
 - *Create and develop systems for managing enquiries and visits, and monitor their success in creating new business.*
3. Implement and review nursery policies, ensuring compliance with all statutory requirements.
 - *Ensure that the nursery has appropriate systems to protect and promote the safeguarding of children and families in line with legislation, taking appropriate action when needed.*
 - *Ensure that the nursery consistently promotes positive behaviour and independence in children through using effective behaviour management strategies and developing children's social, emotional and behavioural skills*
 - *Ensure that provision is as inclusive as possible and support is provided where children and families face disadvantage.*
 - *Be responsible for the nursery's compliance with, and audit processes for Health and Safety including: HSE, Risk Assessment, Fire Risk Assessment, Security, Environmental Health, OFSTED requirements and any other compliance and regulatory areas which may apply.*



4. Work with the Finance Director to manage the nursery's income and expenditure, in line with the agreed budget, and provide regular management information reports to the directors.
 - *Monitor spending and take responsibility for financial and administrative tasks e.g. petty cash reconciliation; equipment purchasing.*
5. Work with the directors to appoint and manage appropriate contractors for the provision of cleaning/waste collection/utilities/communications/catering/etc.

B. Curriculum & Quality:

1. Ensure the delivery of a high quality, community focussed, curriculum, in line with Raised in Bristol's key principles.
 - *Promote the nursery's active involvement with its local community.*
2. Monitor, evaluate, audit and support curriculum delivery and utilise self-evaluation frameworks to create actions plans for the continuous development of quality.
3. Ensure there are robust systems for planning, assessment and record keeping, which meet the requirements of the Early Years Foundation Stage.
4. Support the development of a positive and aspirational organisational culture where opportunities for learning and reflection are embraced.
5. Ensure the nursery has positive relationships with parents, and works in partnership with them to support children's development.
6. Ensure that the Nursery maintains and develops a learning environment that is inclusive and promotes children's health, safety and physical, mental and emotional well-being.

C. Strategy:

1. Work as part of Raised in Bristol's organisational management team, contributing to the development of the organisation.



2. Support the directors with business development, including assessment of prospective new nursery sites and new business.
3. Act as the early education expert, building relationships with other agencies, partners and prospective partners and the local authority.

OTHER RESPONSIBILITIES

1. Act as a key holder and responsible person for Raised in Bristol premises.
2. Act as an Ambassador for the organisation and conduct yourself to a high professional, ethical and moral standard.
3. Work within the organisation’s policies and procedures and uphold its ethos and core values.
4. Some evenings and occasional weekend work may be required.
5. Carry out any other activity that may be reasonably requested by the directors.

N.B. This job description is not exhaustive and will be periodically reviewed, in consultation with the post holder, and amended in the light of the changing needs of the organisation.

PERSON SPECIFICATION

| Key Area | Essential | Desirable |
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| Education & Training | A relevant graduate or post graduate qualification (including EYTS, QTS) | Evidence of participation in professional development related to early years education and leadership and management Up to date first aid and child protection qualifications |
| Skills & Experience | Experience of managing and leading high quality provision for children and families Experience of effective and positive line-management Strong pedagogical understanding | Able to present effectively to groups Experience of involvement in recruitment Experience of acting as the nominated person for child protection, behaviour management and/or as SENCo. |



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| <p>Knowledge</p> | <p>Knowledge of statutory requirements and legislation related to operating OFSTED registered provision</p> <p>Knowledge and understanding of child development and pedagogical approaches in Early Years Education & Childcare</p> <p>Comprehensive knowledge of the EYFS Framework</p> <p>A level of commercial knowledge and understanding</p> | <p>An understanding of social enterprise</p> |
| <p>Personal Attributes</p> | <p>Honest and reliable</p> <p>Energetic, enthusiastic and nurturing</p> <p>Accountable and able to use initiative and take responsibility</p> <p>Flexible and ready to embrace change and development</p> <p>Able to build and maintain relationships with a variety of key stakeholders</p> <p>A passion for creating the best start in life for children</p> | |