

**Role title:** Senior Nursery Manager

**Department:** Childcare

**Job family:** Customer Support and Management

**Job level:** 6

### **About the role:**

Welcome to childcare with a difference, set up specifically to nurture the next generation of kind, considerate children. The right candidate will play their part in leading that mission, helping to provide a happy and fun-loving environment for children and colleagues to fulfil their potential. If you're passionate, enthusiastic and can role model and inspire people to deliver fantastic experiences for children and their families, we'd love to hear from you.

We're looking for a Senior Nursery Manager with extra sparkle to work and report directly to the Regional Operations Manager and work in unity with the Quality Excellence team to achieve all-round outstanding results.

- As Senior Nursery Manager, you will work and report directly to the Regional Operations Manager and work in unity with the Quality Excellence team to achieve all-round outstanding results.
- You will assist and support the Regional Operations Manager to drive excellence through the region which will include acting as their deputy and stepping up in their absence
- As an influential leader, you will be responsible for leading and developing your team, providing direction, guidance, leadership, and expertise, demonstrating a passion and enthusiasm for success in-order to realise our vision of being the leading early years provider.
- You will be responsible for delivering outstanding care, unrivalled early education, ensuring performance standards are consistently met, your nursery is commercially successful, colleagues, families and children rate us outstanding.

### **What you'll be doing:**

#### **Helping children**

- You and your management team will be the leaders in Child Protection and Safeguarding ensuring your team swiftly address any child protection concerns and that they are acted upon immediately and appropriately through early identification, following the Children's Act.

- Promote learning with a difference through the Little Pioneers Way considering the interactions that take place during learning that intertwines our Co-operative values, initiatives, and accreditations, to best support outstanding child development.

### **Helping families**

- Promote open and honest partnership with families/carers and other external professionals to support children's individual care and learning needs.

### **Helping colleagues**

- Support the Regional Operations Manager by positively contributing to the success of all aspects of the Nursery, Region and Childcare Group as defined by the Region and Group's business plan to include development, review, and reporting on the Nursery plan
- Provide leadership and a professional perspective on all issues relating to your nursery, the region, and the Childcare Group
- In the absence of the Regional Operations Manager, ensure the smooth running of the region, ensuring all Managers are adhering to their role profile and accountability, which will include attending meetings and presenting in their place
- Coach and mentor the Nursery Managers in the region and provide feedback to the Regional Operations Manager
- Lead and inspire their Nursery team and the Nursery Managers in the region (to be the best they can be as colleagues and as a team)
- Ensuring the Nursery brings to life the LP parent and member experience, bringing to life our full range of LP and Society products and services
- Achieve the nursery target to deliver their nursery profits are safe, regulatory, and compliant across the nursery and in the absence of the Regional Operations Manager ensure all nurseries within the region adhere to the same expectations
- You'll manage and motivate your nursery team to work seamlessly together, providing families with an exceptional experience through deep collaboration and genuine partnerships to drive the best outcomes for children and be there for families every step of the way
- You'll create a culture of continuous improvement via colleague engagement planning and quality checking in your nursery and those of the region
- You'll spend 80% of your time with colleagues, coaching, mentoring, and developing them to deliver the LP way to our children and families knowing them and how they want to be referred to
- You'll develop your management team to provide an outstanding induction, deliver purposeful check ins and ensure continuous professional development is at the centre of your conversations with colleagues aligned to What Good Looks Like

- Create an environment where everyone plays as a team, can achieve their full potential, are ambassadors of the Little Pioneers culture and values and thrives on feedback

### **Helping yourself**

- You'll keep up to date with new thinking, legislation changes and your own professional development
- Complete your Paediatric First Aid training in line with our Millie's Mark accreditation

### **Helping Co-op and the wider community**

- Demonstrate cooperation by being visible, active, and collaborative in their community by acting on what the community, parents and colleague members want at the nursery
- You'll be accountable for meeting all objectives and nursery KPIs with a commercial and people focus, ensuring the nursery is efficient and profitable.
- You'll be big on safety implementing and reviewing all Policies & Procedures ensuring compliance with the Children's Act and Health and Safety legislation.
- Actively support your Regional Community or Keep it local through personal and team involvement
- Keep confidential all trading and other sensitive information both within and outside of work
- Be confident in the systems you work with to ensure accuracy is at the heart of everything you do
- Be a role model for exceptionally high standards, never cutting corners
- Be a promoter of Co-operative values both internally and externally and promote Co-operative difference to members, customers, and colleagues
- To work within the terms of your contract of employment and adhere to Society policies and procedures.

### **What you need:**

Your Co-op Childcare Little Pioneers ensures that people looking after children in our nurseries are suitable to fulfil the requirements of their roles. There are effective systems in place to ensure that colleagues, and any other person who is likely to have regular contact with children are suitable to do so everyday.

- Minimum Level 3 qualification in Early years, preferably Level 4 or above.
- Minimum of 5 years Early Years' experience
- You'll be an experienced leader and will have successfully led a team with a minimum of 2 years Early Years management experience
- You'll have a strong passion for always improving outcomes for children, and lead your team and management team to deliver this

- You'll have an excellent understanding of the Statutory Framework for the Early Years Foundation Stage and other childcare regulations
- Evidence of Right to Work in the UK
- You will require a clear enhanced DBS
- Requirement to join the DBS update service
- Relevant safeguarding/child protection training undertaken and a willingness to update training regularly

**Characteristics we're looking for:**

- Have positive leadership skills with the ability to challenge and hold to account where appropriate
- Ability to reflect on, positively respond and improve education, operations, and practice
- Passion and positivity for providing an outstanding service and building strong relationships
- Good awareness of the importance of encouraging diversity
- Inspiring leadership, coaching, and mentoring skills, with excellent communication skills
- Open, honest, and constructive where needed, deliver in the moment feedback and be able to challenge constructively and supportively,
- Solution focused and problem solver.