



Saint Mary & Saint Michael's Community
Centre, Castle Lane, Garstang, PR3 1RB
tel. 01995 602012

Post - Nursery Manager

The Management Committee of Hummingbirds are delighted to share this exciting opportunity to work in and manage our caring and successful PVI nursery. Preferred start date: 6th June 2022.

Job Type: Permanent term time only. **Salary:** circa £25-£26k (depending on experience) plus Workplace Pension contributions.

About us: Established in 1997, Hummingbirds Educational Nursery is a small mixed age setting based in Garstang, in the parish of SS Mary & Michael's. We are a passionate, supportive and hardworking team, and our goal is to provide educational experiences for children in their early years, offering the opportunity for children, whatever their ability, to work towards their full potential.

Job Summary: Our friendly Nursery is looking to appoint an enthusiastic and motivated Nursery Manager to join our dedicated team. We are a mixed setting nursery and welcome children aged 2-4 years during school hours and term time. You will be taking the lead role in providing high quality flexible childcare for families from the local communities in line with the EYFS Framework. You will oversee the operation of the day nursery to the highest standards, ensuring that the best possible environment and care are provided for young children.

Responsibilities and Duties

- ❖ To be responsible for and to oversee the day to day management, staffing, organisation and smooth running of the Nursery
- ❖ To develop the ethos of For Under Fives and to create a welcoming and family friendly environment.
- ❖ To ensure Safeguarding procedures are adhered to
- ❖ To be a member of the management team and to contribute to the strategic planning, monitoring, evaluation and development of the Nursery
- ❖ To be responsible at all times for high standards of care and education of children between 2 to five years in accordance with statutory requirements
- ❖ To ensure the EYFS is promoted and delivered within the setting and the principles adhered to.
- ❖ To ensure effective communication between the staff and with all partner organisations.
- ❖ To order and maintain equipment and resources in the Nursery
- ❖ To be accountable and responsible for day to day financial systems directly relating to the Nursery provision i.e. funding applications, billing of sessions
- ❖ To be responsible for admissions in line with the admissions policy
- ❖ To keep a register and up to date records of all children using the Day Care provision and to give regular feedback to parents about their child's development and progress
- ❖ To identify staff training needs and facilitate training opportunities for all staff
- ❖ To have a key role in planning and monitoring of the nursery and implementing essential policies and procedures
- ❖ To work to Nursery policies about Keeping Children Safe, Equal Opportunities, Data Protection and Confidentiality
- ❖ To understand and implement procedures in relation to staff, buildings and resources

Qualifications and Experience

- ❖ Hold at least a relevant Level 3 Childcare qualification or equivalent Early Years qualification
- ❖ Have a minimum 2 years post qualification experience within a childcare setting
- ❖ Experience of working in a Management role
- ❖ Excellent knowledge of the EYFS and Ofsted statutory guidance
- ❖ Knowledge of child protection and safeguarding
- ❖ Knowledge and proven practical experience of implementing good quality learning opportunities
- ❖ Ability to deliver a high standard of childcare
- ❖ Excellent planning, organising and time management skills
- ❖ Excellent communication skills and able to work effectively in a team

A copy of the Application Form, Person Specification, and a full job description, as well as our nursery mission statement and philosophy, can be found on the Hummingbirds website Hummingbirds Educational Nursery in Garstang (hummingbirds-nursery.com)

To apply please:

Complete the Application Form, including a Supporting Statement demonstrating your suitability to the role – via email to hummingbirdsmgt@gmail.com or via post to Mr. Frank Miller, Hummingbirds, Castle Lane, Garstang, PR3 1RB. **If sections of the Application Form are not completed your application may not be processed.**

The closing date for applications is 12 noon on Tuesday 19th April 2022. Candidates who have been shortlisted will hear from us by Thursday 21st April 2022. Interviews will take place at Hummingbirds on Monday 25th April or Tuesday 26th April. Candidates will be assigned a date and time at shortlisting. The interview will include an observation of approx 30 minutes followed by a panel interview.