



ARDVRECK SCHOOL NURSERY

Early Years Manager

Job Description

Responsibilities

- To ensure that the day-to-day management of the Early Learning and Childcare Setting complies with group policies and procedures and regulatory requirements, including notifications to the Care Inspectorate
- To ensure that suitable activities are planned and implemented in accordance with current curriculum practice (Curriculum for Excellence, Realising the Ambition, Additional Support for Learning, Early Years Framework and Getting it Right for Every Child) and the Early Learning and Childcare Setting's improvement plan.
- To ensure that children's individual learning needs are catered for, and that each child's progress is recorded.
- To line manage staff.
- To follow a robust quality assurance plan/calendar
- To consult with the Council, Care Inspectorate, and other agencies as required.

Accountability

The Manager is accountable to the management committee/employer and will conduct delegated tasks as required in relation to managing the service and meeting the contractual requirements of the Local Authority.

To ensure that the day-to-day management of the setting complies with setting policies and procedures and regulatory requirements.

- Ensure that the service meets required adult to child ratios as defined in the by the Care Inspectorate and the Health and Social Care Standards.
- To be familiar with and operate nursery policies and procedures, this includes Child Protection as being the staff member who monitors child protection.
- To oversee the health and safety regulations, risk assessments for the setting's activities and the safety of children and staff.
- To ensure that a welcoming environment is created for the children and parents/carers and partner organisations.
- To ensure that equality of experience is promoted in the setting.
- To work with the management committee/owner to ensure policies are regularly reviewed.



To ensure that suitable activities are planned and implemented in accordance with current curriculum practice (Curriculum for Excellence, Realising the Ambition, Additional Support for Learning, Early Years Framework and Getting it Right for Every Child) and the Early Learning and Childcare Setting's improvement plan.

- To ensure that regular planning meetings are held, and written plans are produced with identified learning outcomes.
- To involve staff in planning a range of suitable curriculum-based activities.
- To involve the children in planning activities.
- Review practice with staff, identify changes to practice and new developments and provide operational plans as required. Ensure that the Early Learning and Childcare Setting's improvement plan is maintained.
- To follow a robust quality assurance plan/calendar
- To prepare improvement plans and report to the management committee/owner in relation to planning as required.
- To work directly with the children as required.

To ensure that individual children's learning needs are catered for, and that each child's progress is recorded.

- To consult with parents/carers in relation to gathering information about each child's interests and preferences.
- To ensure that each child is observed and assessed regularly in relation to their development and that achievements are recorded in appropriate ways.
- To delegate staff to take responsibility for observing and assessing children's progress.
- To ensure that information is shared with parents/carers in relation to children's progress or areas of concern.

To line manage staff

- To ensure that staff attend the nursery in line with the terms of their contract.
- To delegate tasks to staff appropriately.
- To ensure each staff member attends regular support and supervision and annual appraisal.
- To arrange for staff to have access to appropriate training.
- To report to the committee/owner on staffing matters as required.
- To be familiar with the requirements of the SSSC Codes of Practice and PVG Registration.
- To ensure that staff are completing their annual declaration for their SSSC registration and appropriate CPL.



HR and recruitment

- To support the recruitment process for new staff
- Consulting with the management committee/owner, create adverts, job specifications and job roles, for any new roles, as and when required.
- Advertise roles in appropriate places.
- Administer job application packs.
- Consult with the management committee/owner to shortlist applicants and arrange interviews.
- With instruction from the management committee/owner, send out offer letters.
- Ensure that all appropriate recruitment checks are conducted-PVG, references, right to work in the UK.
- With instruction from the management committee/owner, ensure written statement of employment particulars are issued at the appropriate time.
- Ensure that staff files are created for any new starts and that all staff files are kept up to date with relevant information.
- Follow the Care Inspectorate's Safer recruitment through better recruitment guidance.

To consult with the Council, Care Inspectorate, and other agencies

- To attend Partner Funded Provider meetings as required.
- To ensure liaison with Council Officers, appropriately.
- Maintain registers of attendance for use which comply with the Council contract.
- To ensure that records are completed and maintained for each child and are available to regulatory bodies.
- Ensure that there is evidence of curriculum activity planning, and the Early Learning and Childcare Setting's improvement plan is maintained and available for regulatory bodies to inspect.

Training and Professional Development

- The Manager will hold an appropriate qualification and comply with the SSSC requirements for Continuing Professional Learning (CPL). The management committee/owner will provide induction training.
- The Manager will maintain registration with SSSC and adhere to its Codes of Practice.
- The management committee/employer has the responsibility of providing the Manager with access to regular support and supervision and an annual appraisal.

Start Date

- Monday 28th August 2026