**Nursery/Business Manager (Not-for-profit Childcare)**

The Bath House Children’s Community Centre is a voluntary-sector nursery based in Hackney. We are seeking an enthusiasticindividual to join the team in the dual role of Nursery Manager and Business Manager.

This dual role requires a candidate with a diverse skill set, capable of effectively managing both the childcare centre's operations and business aspects. It is a pivotal position for ensuring the success and sustainability of the organization.

The role will suit someone who is passionate and knowledgeable about early years care and education. We need a person who has the vision to lead the dedicated staff team and to develop our well-loved community resource, which the Bath House has been for 23 years.

The candidate will have excellent communication skills with the ability to build supportive relationships with staff, children and parents/carers.

The candidate will also need to have a business-oriented mind-set. As the Business Manager they will be responsible, with the assistance of the Trustees and Business Officer, for the financial sustainability and budgeting of the organization.

The Bath House owns our own unique premises, an old Hackney warm slipper baths, and the Manager will oversee the premises management.

As a community organization with wider aims than nursery care, they will also be open to exploring the possibilities of developing additional children’s services for post-nursery aged children.

Enhanced DBS required.

Applications open until 13th March. Interviews taking place end of March.

Job commencing April 2024 – Summer term.

Hours: 35 hours per week, with fixed schedule across 4 or 5 days.

Work schedule within nursery hours: Monday to Friday 8.30 to 5.45pm open 47 weeks per year.

5 weeks annual holiday plus public holidays.

Salary: £43+ depending on experience and qualifications.

The post has a six-month probationary period with a three months’ transition and induction period.

**Job Description** Nursery Manager

1. **Leadership and Staff Management:**
* Provide inspiring and knowledgeable leadership to create outstanding early years education.
* Recruit, induct and oversee supervision of staff and give professional guidance to staff.
* Maintain a positive and inclusive work environment.
* Managing staff rotas.
* Development of additional childcare services in line with the Bath House’s charitable aims with the support of the Trustees.
1. **Curriculum Development and Implementation:**
* Collaborate with Deputy Manager and key staff to develop EYFS planning and provision in line with the ethos of the BathHouse.
* Create a nurturing and stimulating environment that fully supports the needs of each child.
* Using knowledge of SEND children to assist the SENCO in creating an inclusive practice.
* Regularly assess and adapt the curriculum to meet individual learning needs and ensure optimal outcomes.
1. **Ofsted responsibilities:**
* Act as the ‘nominated individual’ responsible for the Bath House Ofsted registration and acting as the primary point of contact with Ofsted.
* Ensure compliance with all relevant Ofsted regulations.
* Preparation for Ofsted inspections.
1. **Safeguarding and Health and Safety Regulatory Compliance:**
* Lead responsibility of Safeguarding and Lead responsibility of Health and Safety.
1. **Parent Communication and Engagement:**
* Establish strong communication channels with parents and guardians, providing regular updates on their child's progress and achievements.
* Organize family engagement events to foster strong partnerships with parents.
1. **Financial Management:**
* Collaborate with the business officer to prepare budgets, monitor financial performance, and prepare financial reports for the Trustees.
* Identify potential funding sources to support the not-for-profit nursery's objectives.
* In collaboration with business officer, manage local authority grants and attend meetings.
* In collaboration with the business officer ensure compliance with the Charity Commission and Companies House. and work with Independent financial examiner.
1. **Marketing and Public Relations**
* Manage the recruitment of new children and families to fill up the nursery places each year.
* Develop marketing strategies to ensure full occupation of nursery places.
1. **Premises management**
* Oversee the maintenance and repair of the premises and facilities.

**Person Specification**

**Qualifications and Skills:**

* Bachelor's degree in Early Childhood Education, or a related field (Master's degree preferred) / Qualified Teacher Status / Early Years Initial Teacher Training or equivalent
* Proven experience in a leadership role within a childcare setting or school with a track record of successful management.
* Deep knowledge and experience of early childhood education principles, child development, curriculum development, and best practices in early years in line with EYFS.
* Knowledge of Ofsted regulations and requirements and experience of preparing for Ofsted Inspection process.
* Experience in business management, budgeting, fundraising, and grant management.
* Excellent communication, negotiation, and interpersonal skills.
* Demonstrated ability to lead and motivate a team of childcare professionals.
* Strong organizational and time-management skills.
* Experience of carrying out risk assessments and compliance with Health & Safety policies.

* Experience of inclusion of SEND children, understanding of positive and appropriate behaviour management, and awareness of emotional needs of young children.