**Sample Job Description – Early Years Setting Manager**

This setting is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Setting name:**

**Setting address and location(s) of work:**

**Job purpose:**

1. To manage and sustain a high standard of care and education for all children placed in the setting
2. To carry out the day-to-day management of the setting, including staff management and administration
3. To supervise and support all the staff, students and volunteers to achieve high standards of practice

**Context:**

* Working with children
* Working with staff
* Liaising with parents/carers
* Liaising with other agencies and services

**Responsible to:**

* Owner/Management/Committee/Senior Team

**Hours of work:**

**Pay:**

**Probationary period:** 6 months

**Key responsibilities**

**Staff management, team development**

* Ensure safeguarding policy, procedures and guidance in accordance with local and national guidance/legislation are in place
* Create and maintain a culture where all staff, students and volunteers are able to raise concerns about poor or unsafe practice and have the concerns addressed in a sensitive and timely way
* Recruit, induct and supervise all setting staff as appropriate and in accordance with the setting policies, procedures and standards, prioritising safeguarding e.g. safer recruitment and safer working practices
* Safeguarding – understand and adhere to the setting’s safeguarding policies and follow procedures to keep children safe and ensure that others at the setting are adhering to the policy
* Ensure all staff, students, volunteers and regular visitors are fully aware of the safeguarding and child protection policies and procedures, including ‘whistleblowing’ and allegations against staff and that these policies are reviewed and updated on an annual basis or in line with any changes to local or national guidance/legislation
* Ensure procedures for managing allegations and concerns raised about adults are in place, understood and followed in line with Local Authority Designated Officer (LADO) process
* Ensure all staff have appropriate references and enhanced DBS checks before starting employment
* Review policies, procedures, operational plan and setting’s self-evaluation as necessary, ensuring documents are shared and accessible
* Ensure the comprehensive completion of all records in the day-to-day running of the setting
* Coordinate staff meetings as appropriate, including agendas, training and planning and minutes are in place
* Manage staffing schedules and holiday rotas to ensure they meet required ratios
* Manage parent rota/volunteer staff, ensuring they are properly inducted, supported and trained within the setting
* Maintain an accurate, up-to-date and confidential personnel management record
* Actively promote and facilitate relevant staff training, motivate staff and maintain a training plan
* Oversee the supervision and training of student placements at the setting
* Prepare reports to share with line management as required

**Business development and administration**

* Promote the setting to ensure vacant places are filled, its services are marketed and advertised as necessary to ensure the setting is running at full capacity
* To be aware of and act according to current legislation and guidance on policy and procedures
* Be responsible for the collection, recording and banking of fees and administering a petty cash budget
* Be responsible for all administrative duties e.g. child registration, ordering equipment, record keeping and keeping an inventory
* Manage and monitor children’s education and development records
* Promote the mission statement, aims and objectives of the setting

**High standards of care and education of the children**

* Monitor and support the safeguarding of children in the workplace and that all staff and volunteers follow policies and procedures to ensure they are safe from harm
* Ensure all staff comply with the setting’s policies and procedures and standards, including health and safety and hygiene, inclusion, confidentiality etc.
* Liaise with parents/carers to ensure that the particular needs of children are met effectively
* Work with staff and parents to plan and implement an action plan to continuously evaluate and improve practice
* Ensure that a high standard of care and quality is provided at all times
* Manage the quality and suitability of resources within the setting
* Ensure the efficient upkeep of the building and safety of equipment
* Establish effective communication with the local authority and other professional bodies and agencies
* Continually review knowledge of Early Years Foundation Stage (EYFS)/Ofsted inspection statutory guidance and welfare standards and review the setting’s self-evaluation
* Ensure all staff are meeting the ethos and requirements of the setting and can access training to ensure that Continuing Professional Development (CPD) is kept up to date

**Possible sentence starters for key responsibilities:**

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| Be responsible for… | Monitor… |
| Review… | Manage… |
| Evaluate… | Update… |
| Familiarise… | Supervise… |
| Oversee… | Ensure… |
| Liaise… | Record… |
| Track… | Implement… |
| Coordinate… | Plan… |
| Assess… | Establish… |
| Communicate… | Organise… |
| Promote… | Motivate… |
| Recruit… | Induct… |
| Train… | Check… |
| Administer… | Market… |