

## JOB DESCRIPTION

### Manager

**Job Title: Manager St John's Nursery Playgroups (includes the role of leader at St John's Methodist Church)**

**With overall responsibility for St John's Nursery Playgroups at St John's Methodist Church and St John's Wayside**

**Job Reports to:** Chair of the Nursery Playgroup Board/Church Council  
(In the absence of the Manager, responsibility reverts to the Playgroup Board)

**Jobs Reporting to this position:**

Playgroup Leaders  
Playgroup Deputies  
Playgroup Practitioners  
Administration Assistant  
Volunteers  
Work Experience Students

**Location of the Job:** Mainly based at St John's Methodist Church (Manager for both sites)

**Main Purpose of the Job:**

To manage, lead and inspire the teams at the two sites - St John's Methodist Church and Wayside Jubilee Centre - in order to provide safe, high quality education and care for children aged 2 years to 5 years. To fulfil legal and statutory requirements; Be responsible for the quality, financial and environmental sustainability of the playgroups. The Manager will actively implement the playgroups' standards/policies, promote Christian values and build positive relationships with families, St John's Methodist Church and the local community. To be committed to being inclusive and working with children with SEN. To lead and manage staff, supporting leaders to manage their teams. To contribute to and implement early years policies. To ensure that all statutory, legal and setting obligations are adhered to.

To act as professional advisor to the Playgroups Board; reporting on all aspect of the provision.

Responsible for the Management and Leadership of all St John's Nursery Playgroup Employees (including volunteers and students)

### **SAFEGUARDING REQUIREMENT:**

St John's Nursery Playgroups is committed to safeguarding and promoting the welfare of children and their families. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

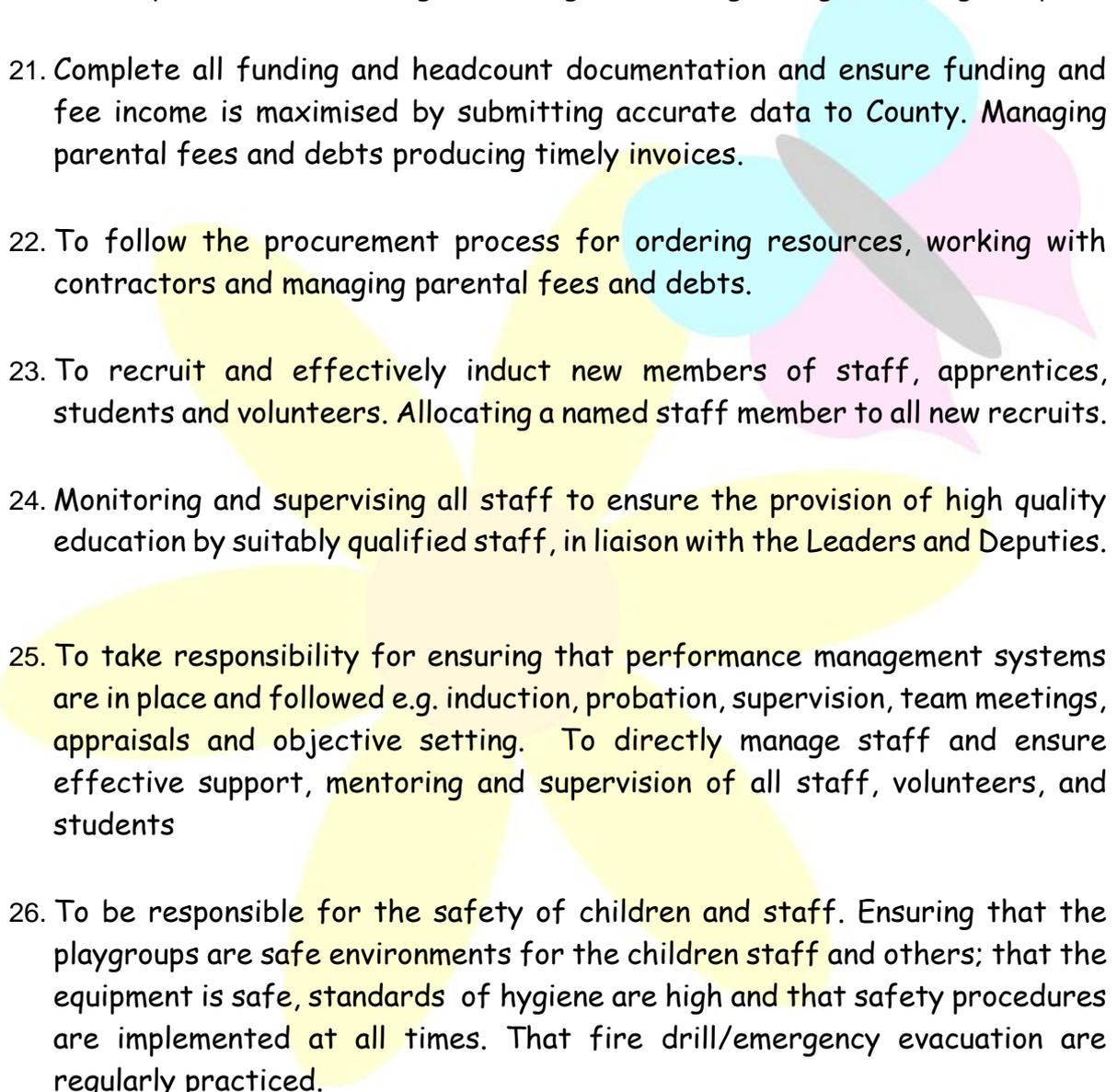
### **Special Knowledge and Skills:**

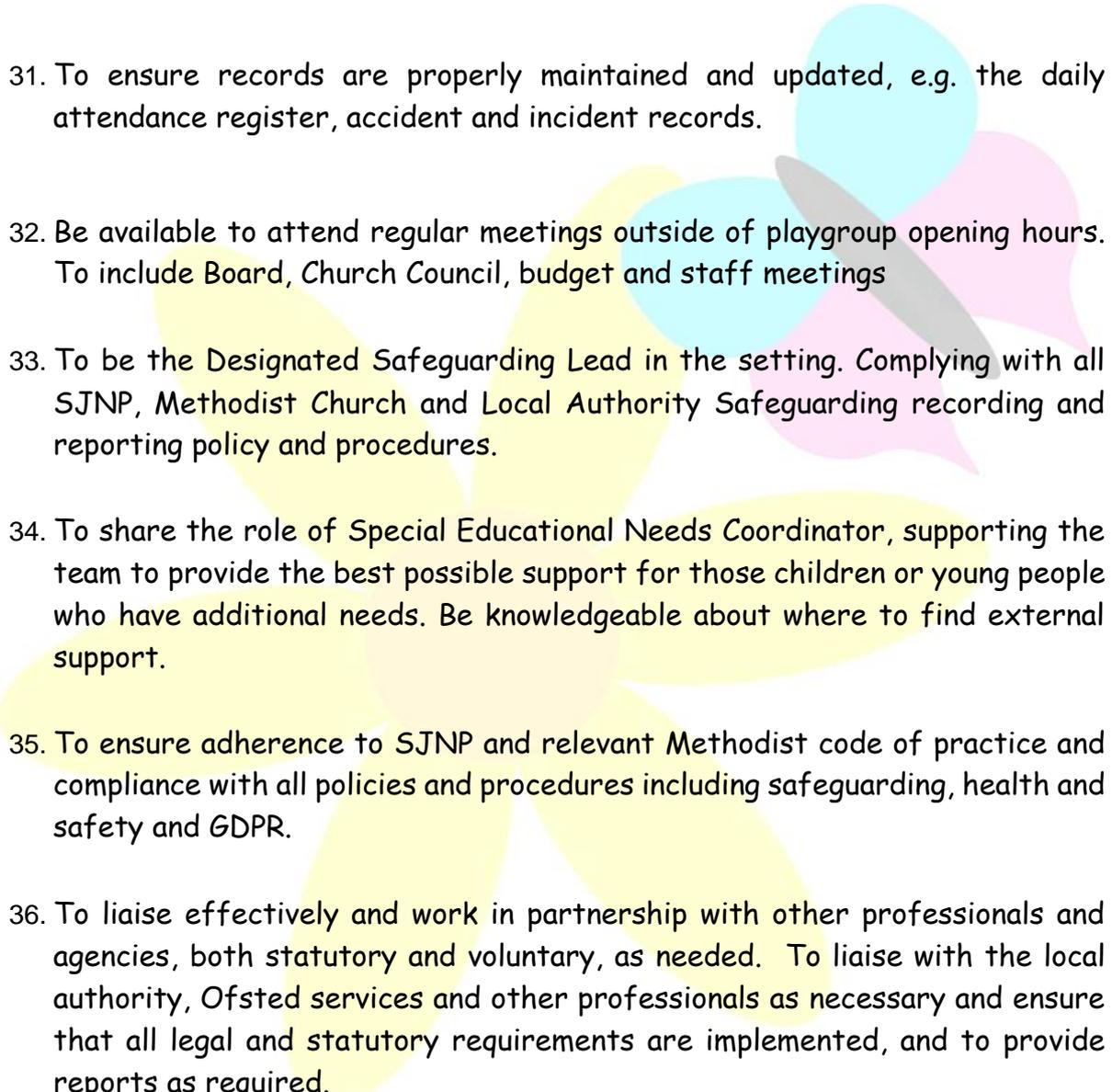
(St John's Nursery Playgroups will be referred to as SJNP)

1. To lead and inspire their teams to deliver outstanding early education and care ensuring the settings maintain a minimum of good and striving for an outstanding Ofsted outcome. To have an appropriate action plan in place which enables the settings to achieve and maintain a minimum good Ofsted rating at the next inspection.
2. To ensure all Early Years Foundation Stage, Ofsted, St John's Nursery Playgroup Policies and Procedures and Methodist Church regulations are met by all staff consistently
3. To develop the ethos and vision for the setting, in line with the EYFS; creating a welcoming and family friendly environment working in partnership with parents demonstrating an ability to communicate with diplomacy and tact.
4. To be responsible for providing a high quality of education and learning, ensuring that staff are properly deployed, and offer appropriate stimulation and support to the children attending the settings.
5. To ensure the weekly planning of activities and events is shared on a Rota basis by all staff and supported by the Manager.
6. To be responsible for implementing our system of observation and record keeping so that children's progress and achievements are effectively and

regularly assessed and to monitor the effectiveness of the assessment procedures.

7. Ensure any information relating to the children, their families or members of staff learned as part of the job is kept strictly confidential.
8. To write, implement and review the settings development/action plan.
9. To manage and resolve concerns and complaints constructively in line with SJNP Policies and Procedures and Methodist requirements.
10. To be responsible for and to oversee the day-to-day management, staffing, organisation and smooth running of the settings.
11. To guide the teams in drawing up long-term, medium-term and sessional curriculum plans which take into account the requirements of the Early Years Foundation Stage (EYFS), and to monitor the effectiveness of the setting's curriculum; this may include working with external professionals.
12. To promote an anti-racist culture and ensure children are free from discrimination.
13. To ensure all children's voices are listened to, respected and acted upon.
14. To understand the individual needs of children, including health and special educational needs/disability, seeking additional information and ensuring all needs are recorded, acted upon and children make positive developmental progress.
15. To ensure snacks provided are healthy and nutritious, considering individual dietary needs, cultural preference, diversity, and strict allergy control.
16. To promote environmentally sustainable practice and encourage children's understanding of environmental sustainability.
17. To actively market the setting to ensure high occupancy through engaging with the local community, promoting the setting online and locally and ensuring positive customer feedback.

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18. To effectively use nursery management software, manage occupancy and deliver in line with agreed budget. Keeping all data up to date in line with GDPR.
  19. Produce budgets each term in liaison with the Playgroup Leaders and the Treasurer; monitoring all expenditure
  20. Actively contribute to budget meetings and manage budgets during the year.
  21. Complete all funding and headcount documentation and ensure funding and fee income is maximised by submitting accurate data to County. Managing parental fees and debts producing timely invoices.
  22. To follow the procurement process for ordering resources, working with contractors and managing parental fees and debts.
  23. To recruit and effectively induct new members of staff, apprentices, students and volunteers. Allocating a named staff member to all new recruits.
  24. Monitoring and supervising all staff to ensure the provision of high quality education by suitably qualified staff, in liaison with the Leaders and Deputies.
  25. To take responsibility for ensuring that performance management systems are in place and followed e.g. induction, probation, supervision, team meetings, appraisals and objective setting. To directly manage staff and ensure effective support, mentoring and supervision of all staff, volunteers, and students
  26. To be responsible for the safety of children and staff. Ensuring that the playgroups are safe environments for the children staff and others; that the equipment is safe, standards of hygiene are high and that safety procedures are implemented at all times. That fire drill/emergency evacuation are regularly practiced.
  27. Supporting children to take risks in a safe environment.
  28. To be responsible for compliance with all Ofsted regulations. Ensuring SJNP's are ready for inspections/audits by Ofsted and other regulatory bodies by maintaining all records as required.

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29. Ensure all statutory training and DBS (including update service) is kept up to date. Taking responsibility for obtaining DBS registration for staff, board members and any others who have regular contact with the children
  30. To comply with all Methodist and SJNP recruitment policies and procedures and conduct grievance and disciplinary investigations.
  31. To ensure records are properly maintained and updated, e.g. the daily attendance register, accident and incident records.
  32. Be available to attend regular meetings outside of playgroup opening hours. To include Board, Church Council, budget and staff meetings
  33. To be the Designated Safeguarding Lead in the setting. Complying with all SJNP, Methodist Church and Local Authority Safeguarding recording and reporting policy and procedures.
  34. To share the role of Special Educational Needs Coordinator, supporting the team to provide the best possible support for those children or young people who have additional needs. Be knowledgeable about where to find external support.
  35. To ensure adherence to SJNP and relevant Methodist code of practice and compliance with all policies and procedures including safeguarding, health and safety and GDPR.
  36. To liaise effectively and work in partnership with other professionals and agencies, both statutory and voluntary, as needed. To liaise with the local authority, Ofsted services and other professionals as necessary and ensure that all legal and statutory requirements are implemented, and to provide reports as required.
  37. To implement any recommendations made following regulatory inspections.
  38. To keep up to date with current good practice and attend relevant conferences, training events, webinar or meetings including through HfL Education, EYA Connect and other professional training providers

39. Ensure our public/social media is kept up to date, safe and secure; This includes our Facebook, Websites and newsletters. Taking into account current online safety and data protection advice.

40. To perform any other duties as deemed necessary by the Playgroup Board.

### **EQUALITIES:**

The post-holder must be aware of and respect differences to ensure that children have equality of access to opportunities to learn and develop. They must have an understanding of and commitment to equality of opportunity and anti-racism issues in accordance with Equalities Act 2010

### **POLICIES AND PROCEDURES:**

The post-holder must be aware of and comply with all SJNP's (including relevant Methodist Church policies, especially relating to employment) policies and procedures including those relating to: bribery and corruption, child protection, confidentiality, data protection, health & safety, security and signing agreement and contracts and financial.

*This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of St John's Nursery Playgroups. You are required to be flexible and adaptable with respect to your role.*

### **Person Specification :**

**EYFS 2024 requirement:** Employed or internal job changes on or after 4 January 2024 must hold a level 2 Math's qualification or must achieve one within 2 years of starting in the position.

At least 3 years proven post-qualification experience in working in early years education and childcare in a senior position.

Ability to inspire people to deliver results, high standards and set clear objectives for self and the team, taking appropriate and timely action to ensure targets are achieved.

Paediatric First Aid Qualification. Basic Food Hygiene Certificate, Designated Safeguarding Lead or willingness to complete.

Understanding of the Prevent Duty in the Counter-Terrorism and Security Act 2015, as it relates to early years settings.

In depth knowledge of the EYFS with a sound understanding of child development and children's needs. Understanding of Development Matters, Birth to Five Matters, current legislation and government guidelines relevant to early years.

Ability to work effectively with children for whom English is a second language

An excellent understanding and working knowledge of child development and children's needs with an ability to plan and implement the curriculum in accordance with the Early Years Foundation Stage, taking into account the Special Educational Needs and Disability Code of Practice.

Commitment to including children with Special Educational Needs with an ethos of positivity to provide solutions in order for all children to attend.

Ability to role-model effective teaching, positive behaviour support strategies and inclusive care.

Understanding of the harmful impact on children of discriminatory experiences and ensure that children feel valued and respected as individuals with unique needs.

Experience of being accountable and responsible for the safeguarding and welfare of children

Excellent communication skills, verbal and written in clear accurate English, including ability to establish relationships with parents and external organisations and produce clear, concise and accurate reports e.g. for disciplinaries, recruitment records, safeguarding and SEND reports.

Experience of managing a budget, including handling of fees and expenses.

Experience of coordinating training and learning opportunities for staff.

Ability to effectively market and promote the setting to build reputation, maximise occupancy levels and fee income.

Sound IT skills and ability to use Microsoft Office programmes, nursery management software, social media platforms and online portals effectively.

- Excellent knowledge of safeguarding, child protection, health and safety and GDPR.
- Ability to remain calm under pressure and able to multi-task.
- Evidence of ongoing professional development
- Ability to travel to other sites and work flexibly, as needed

**Core management competencies** - Please refer to Appendix 1 for details of the core management competencies that Managers are expected to work for.

- Leadership
- Managing people
- Managing teams
- Communication
- Customer awareness
- Problem solving
- Planning and resource management
- Taking care of yourself

### **Qualifications**

#### **DESIRABLE**

- **A preference for having achieved NVQ Level 5 (Early Years Foundation Degree) and preferably working towards a relevant degree leading to Level 6 (Early Years Professional Status/Early Years Teacher Status).**
- **Experience of managing/leading an early years setting.**
- **A commitment to obtaining further qualifications as appropriate.**

#### **ESSENTIAL**

- **Level 3 'Early Years Educator' qualification or equivalent having at least 5 years post qualifying experience with a commitment to obtaining a level 5/6 qualification with an ability to meet all standards as set out in the EYFS.**
- **Suitable both mentally and physically to care for children.**

## Contacts

### Internal

- ✓ Staff, Apprentices, Students, Volunteers,
- ✓ Parents and Carers
- ✓ Book keeper
- ✓ Chair of Playgroup Board
- ✓ Members of the Playgroup Board
- ✓ St John's church DIY group
- ✓ Members of St John's Methodist Church
- ✓ Members of the St John's Methodist Church Council

### External

- ✓ Ofsted
- ✓ Early Years Alliance
- ✓ Family Centres
- ✓ Hertfordshire Early Years Consultant
- ✓ Hertfordshire Special Educational Needs staff
- ✓ Area Inclusion Development Officers and relevant Advisory Teachers
- ✓ County/Town Council Officials
- ✓ Social Services
- ✓ Suppliers of Learning Materials, Equipment etc
- ✓ Health and Safety Executive Inspectors
- ✓ Food Hygiene Safety Advisors/Inspectors.
- ✓ Hertfordshire Safeguarding Children Board
- ✓ Health Professionals including: Speech Therapists, Vision Impairment Team, Health Visitors, Educational Psychologist, Occupational and Physio Therapist,

### Special Requirement

The Job Holder must be prepared to work with the structures of the Methodist Church and be sympathetic to values of the Church.

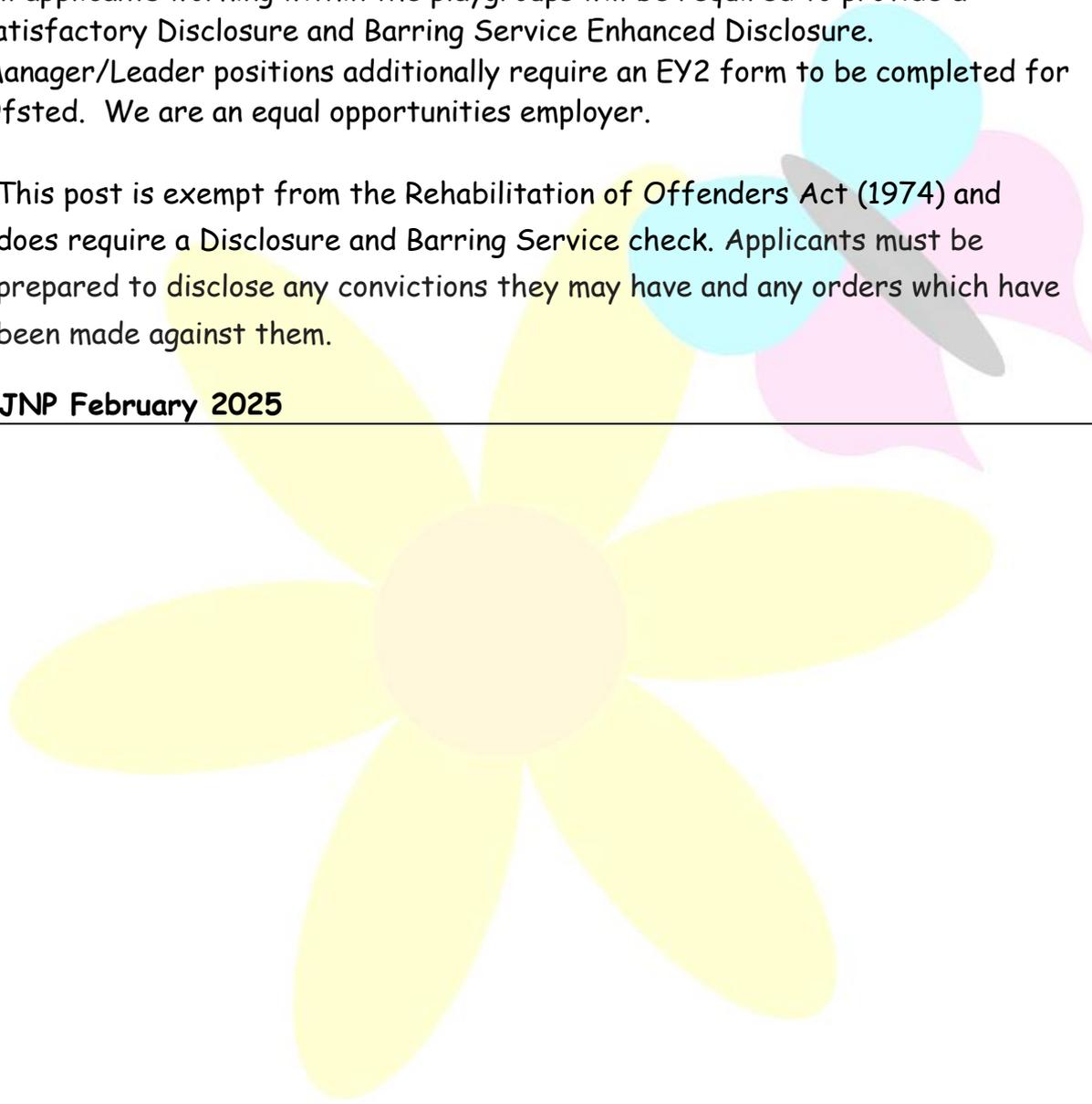
### **Legal Requirement**

All employees have a duty to inform the Leader/Playgroups Manager of any current or new order, determination, conviction, caution, reprimands or other ground for disqualification under regulations made under section 75 of the Childcare Act 2006 (EYFS 2024, Suitable People)

All applicants working within the playgroups will be required to provide a satisfactory Disclosure and Barring Service Enhanced Disclosure. Manager/Leader positions additionally require an EY2 form to be completed for Ofsted. We are an equal opportunities employer.

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a Disclosure and Barring Service check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

**SJNP February 2025**



## APPENDIX 1 Core Management Competencies

### Leadership

- \* Has a good understanding of St John's Nursery Playgroups vision and mission and inputs effectively into the plan for the Playgroups.
- \* Promote St John's Nursery Playgroups in a positive light, leading by example by adhering to a professional code of conduct and appropriate dress code.
- \* Thinks strategically and clearly relates goals and actions to the aims of SJNP.
- \* Communicates the need for quality and continuous improvement and influences good practice through own example.
- \* Inspires people to deliver results, high standards and sets clear objectives for self and the team, taking appropriate and timely action to ensure targets are achieved.
- \* Creates and supports a culture of creativity, innovation and critical thinking throughout all activities and employees within areas of responsibility.
- \* Manages change effectively and clearly communicates the need for it to the team, providing them with support to effect it.
- \* Understands the need to safeguard all children in the context of his/her role and ensures the team understand safeguarding responsibilities relevant to their roles.

### Managing people

- \* Has responsibility for the recruitment of all staff jointly with the Playgroup Board, in accordance with Ofsted guidelines, our policies and the guidelines of the Methodist Church.
- \* Oversee the administration of all employment issues including reviews of job descriptions, recruitment, term and conditions, DBS registration, update service, monitoring personnel records, obtaining reference for staff/apprentices for SJNP.
- \* Responsible for the recruitment processing, including liaising with the Playgroup Board and the Methodist Church District Lay Employment Secretary; Advertising, correspondence, interviews and reference checking in line with current EYFS/Ofsted requirements.
- \* Is effective at recruiting, developing and motivating a diverse range of people.

- \* Clearly informs employees of their tasks and responsibilities, ensuring employees understand and work in line with SJNP's policies and procedures.
- \* Ensure all Personnel Policies, Procedures are up to date and meet current legislation requirements and Methodist Church guidelines.
- \* Oversee staff training and development- liaising with playgroup Leaders when deciding an appropriate qualification and continuing professional development training to ensure staff meet EYFS requirements.
- \* Supervision of the Playgroup Leaders supporting the leadership of their teams, participating in the appraisal and performance reviews of all staff if requested.
- \* Ensure the employees adhere to requirements provided in the SJNP Handbook relating to uniform, adherence to policies, sickness absence
- \* Holds regular one to one meetings, sets and monitors SMART objectives and gives constructive feedback designed to improve future performance.
- \* Delegates effectively and adopts a management style which encourages trust, collaboration, commitment and enthusiasm in order to gain high levels of performance from all employees.
- \* Encourages and stimulates others to make the best use of their talents to develop further using coaching techniques.
- \* Acknowledges and records achievements; gives praise where appropriate.
- \* Adapts his/her management style as the situation necessitates.
- \* Supports staff to achieve a good work/life balance which includes regular breaks, the opportunity to disconnect and to participate in enjoyable activities.
- \* Offers support to enable staff to take care of themselves, both physically and mentally.
- \* Works to support and encourage a harmonious, inclusive, friendly and professional team who support each other in all tasks.

### **Managing teams**

- \* Knows the team's strengths and abilities and makes best use of the talents of employees.
- \* Supports the development of his/her team through regular discussion and team meetings which encourage two-way communication and sharing of ideas and expectations.
- \* Deals effectively and openly with negative issues and conflict and builds a team which has respect and consideration for each other's role.
- \* Coaches and motivates the team to strive towards contributing to the achievement of the strategic plan.
- \* Fully involves team in forthcoming issues so that individuals and team goals can be anticipated and planned together.

- \* Ensures that his/her team works in collaboration with other teams across the charity.
- \* Ensure fundraising activities are undertaken at both playgroups to support deserving, relevant causes
- \* Encourage and support teams to partake in local events which raise the profile of SJNP such as Potters Bar Carnival and interactions with other groups
- \* Creates a learning and supportive environment.

### **Communication**

- \* Communicates in a variety of ways with people at all levels and adopts a communication method appropriate for the listener or audience and is able to communicate with diplomacy and tact.
- \* Actively listens, asks questions, clarifies points and establishes a mutual understanding.
- \* Ability to write clear, accurate and concise reports in English
- \* Presents information clearly, concisely and confidently to individuals and groups.
- \* Communicates complex ideas, problems and difficult messages in ways that promote understanding.
- \* Uses excellent communication skills to negotiate, influence and persuade others.
- \* Is aware of non-verbal communication in self and others.
- \* Makes full use of IT to communicate effectively and uses social media responsibly, in line with SJNP's policies and procedures.
- \* Ensures all social media (websites and Facebook pages) are kept relevant and up to date; promotes SJNP's in a positive light
- \* Keeps up to date the SJNP Staff Handbook, Website and Facebook
- \* Produces regular, informative, professional newsletters shared with parents, staff across both settings, the Board and via our website

### **Customer awareness** (internal and external service users)

- \* Understands the environment in which the charity operates and the impact on its customers.
- \* Understands the diverse needs of customers that use our services and proactively strives to provide a service that is flexible and responsive to their changing needs.
- \* Uses feedback mechanisms to evaluate and review services to consistently deliver a high-quality service.
- \* Strives to produce real improvements in the way services are delivered to customers.

- \* Creates and maintains meaningful relationships and understands collaborative and partnership working.
- \* Deals with the concerns of customers in an appropriate manner, in line with SJNP's policies and procedures.
- \* Is mindful of professional boundaries when interacting with customers.

### General Administration

- \* Produce budgets for each term for both setting in liaison with the Playgroup Leaders and the Treasurer and monitor all expenditure.
- \* Produce relevant reports for the Playgroup Board and Church Council meetings plus Annual Reports for the Church and the SJNP Annual Stakeholders Meeting.
- \* Produce correspondence in relation to new families joining SJNP
- \* Oversee all purchasing for the Playgroups.
- \* Participate in the development of grant applications
- \* Ensure that all data protection requirements are met
- \* Produce report/attend Church council meetings
- \* Provide agenda and lead staff meetings ensuring minutes are produced and distributed - at least 6 meetings a year
- \* Organise the maintenance and repair where necessary of Playgroup premises and equipment in conjunction with the Playgroup Board.
- \* Liaise with Payroll and Treasurer concerning financial issues, payroll and major spends.
- \* Liaise with Bookkeeper concerning petty cash and fees
- \* Ensure all records are properly completed, including safety check lists, registers and risk assessments.

### Problem solving

- \* Identifies and acknowledges problems and critical issues in a timely manner.
- \* Analyses relevant data and information and tests assumptions in order to deliver the best solutions whilst keeping a clear focus on key issues and goals.
- \* Anticipates and reviews problems in order to ensure contingency plans are in place.
- \* Collaborates with others in order to draw on their expertise to achieve best possible outcomes.
- \* Makes decisions that minimise organisational financial loss, loss of reputation or legal challenges.

## **Planning and resource management**

- ✦ Effectively manages self.
- ✦ Being proactive in seeking out new initiatives which deliver desired outcomes.
- ✦ Demonstrates sound knowledge of financial management and business planning.
- ✦ Obtains and allocates resources sufficient to meet objectives and manages resources and skills well.
- ✦ Produces effective plans that have clear priorities, realistic milestones, sound review mechanisms and takes into account all available information.

## **Taking Care of Yourself**

- ✦ Manages work/life balance and can disconnect outside of work time.
- ✦ Builds in physical activity, and fresh air where possible, into daily routine.
- ✦ Recognises that it is important to take regular breaks to maintain mental wellbeing.
- ✦ Acknowledges, and is open and honest around needs for workplace support and flexibility; considers the needs of others.
- ✦ Demonstrates resilience when managing personal challenges and seeks help when necessary.
- ✦ Takes time to do something enjoyable every week.