

Harmony House Dagenham CIO

Job Title: Nursery Manager

Location: Hornchurch

Salary: £32,000 per annum

Employment Type: Full-time

About Us: Harmony House is a well-established and highly regarded nursery dedicated to providing exceptional early years education and care. We create a nurturing, stimulating, and safe environment where children can explore, learn, and grow. We are looking for a passionate and experienced Nursery Manager to lead our dedicated team and uphold our high standards.

Job Description:

Are you an experienced and enthusiastic early years professional ready to lead a dedicated team? Harmony House in Hornchurch is seeking a Nursery Manager to oversee our nursery's daily operations and ensure the highest standards of care and education.

Key Responsibilities:

- Lead, manage, and motivate the Harmony House team to deliver high-quality early years education and care.
- Foster a positive and inclusive workplace culture.
- Conduct regular staff meetings, appraisals, and training sessions.
- Ensure all staff members adhere to nursery policies and procedures.
- Oversee the daily operations of the nursery, ensuring smooth and efficient functioning.
- Maintain accurate records and documentation in compliance with Ofsted and other regulatory bodies.
- Develop and implement policies and procedures to ensure the safety and well-being of all children.
- Manage nursery budgets, resources, and supplies effectively.
- Ensure the delivery of a high-quality curriculum that meets the needs and interests of all children.
- Monitor and assess children's progress, providing support where necessary.
- Foster a stimulating and nurturing learning environment.
- Implement strategies to promote the physical, emotional, social, and intellectual development of children.
- Build and maintain strong relationships with parents and guardians.
- Communicate effectively with parents about their child's development and any nursery updates.
- Organize and participate in parent meetings, events, and workshops.
- Promote the nursery within the local community to maintain and increase enrolment.

- Ensure the nursery complies with all relevant legislation, including health and safety, safeguarding, and data protection.
- Act as the Designated Safeguarding Lead (DSL) and ensure all safeguarding policies and procedures are followed.
- Keep up to date with changes in legislation and best practices in early years education.

Qualifications and Experience:

- A minimum of a Level 3 qualification in Childcare/Early Years Education (Level 5 or higher preferred).
- Proven experience in a managerial role within an early years setting.
- Strong knowledge of the Early Years Foundation Stage (EYFS) framework.
- Excellent leadership and communication skills.
- Demonstrated ability to build positive relationships with children, parents, and staff.
- A current paediatric first aid certificate.
- An enhanced DBS check (or willingness to obtain one).

Benefits:

- Competitive salary of £32,000 per annum.
- Ongoing professional development and training opportunities.
- A supportive and collaborative working environment.
- Opportunities for career progression.
- Generous holiday entitlement.

How to Apply: To apply, please submit your CV and a cover letter detailing your experience and suitability for the role to [email address] by [application deadline].

Harmony House is an equal opportunities employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Join us at Harmony House and make a difference in the lives of young children and their families. Apply today!