

Job Description

Early Years @ Highfield (Daycare) – Manager

Chesterfield Drive, Ipswich, IP1 6DW



Post Title: Manager

Reports to: Directors

Safeguarding Commitment

Our setting is deeply committed to fostering a *culture of safety*, where children are protected from harm and empowered to thrive. We uphold robust safeguarding policies and procedures, ensuring all staff and volunteers actively promote the welfare of children. This commitment is embedded in our training, inductions, supervision, and ongoing professional development.

We champion children's voices through a curriculum that nurtures resilience, confidence, and self-expression.

Purpose of the Role

The Daycare Manager will lead the delivery of high-quality, inclusive, and flexible childcare for children aged 2–4. This role involves strategic oversight of daily operations, staff management, and collaboration with the wider Highfield team—including Governors, Children's Centre Manager, Nursery School Headteacher and Directors—to support children and families across the centre.

Key Responsibilities

Leadership & Operations

- Foster a welcoming, family-friendly environment aligned with Highfield's ethos.
- Oversee daily operations, staffing, and organisation of the setting.
- Develop and implement policies, procedures, and risk assessments.
- Ensure compliance with statutory staff-to-child ratios and effective staff deployment.
- Contribute to strategic planning, evaluation, and development of the centre.
- Prepare and present reports to Directors, Governors, and advisory boards.

Childcare & Education

- Ensure delivery of high standards of care and education in line with EYFS statutory requirements.
- Promote EYFS principles throughout the setting.
- Uphold all statutory policies including Safeguarding, Data Protection, Equalities, and Allegations Against Staff.
- Respond promptly and appropriately to safeguarding concerns in accordance with Suffolk Safeguarding Partnership procedures.

Communication & Partnerships

- Maintain strong communication across staff teams and external partners.
- Provide regular feedback to parents and carers.
- Manage admissions and maintain accurate child records using company systems.

Financial & Resource Management

- Support the Business Manager in overseeing financial systems and monthly invoicing.
- Maintain fee structures and records for local authority grants.
- Order and manage equipment and resources efficiently.

Staff Development & Supervision

- Lead recruitment, induction, supervision, and appraisal of:
 - Deputy Manager
 - Senior Educators
 - Educators
 - Apprentices
- Identify training needs and coordinate CPD opportunities.
- Manage staff absence and disciplinary procedures in line with company policies.

Knowledge, Skills & Qualifications

- Minimum Level 3 qualification in Early Years Education (full and relevant).
- GCSE Maths grade C/4 or above.
- Strong understanding of child development and early years pedagogy.
- In-depth knowledge of safeguarding, SEND, behaviour management and equality.
- Familiarity with Ofsted regulations and inspection processes.
- Excellent organisational, communication, and leadership skills.
- Warm, approachable, and family-centred attitude.
- Commitment to professional development and current best practices.
- Ability to liaise confidently with external agencies and stakeholders.

Health & Safety Responsibilities

- Ensure full compliance with Health & Safety policies across the setting.
- Monitor and maintain safe equipment and hygiene standards.
- Lead evacuation drills, entrance security, and child collection protocols.
- Implement Medication and First Aid policies.
- Promote personal hygiene awareness among children.
- Respond to illness and infection control issues in collaboration with families.

Additional Duties

This job description is not exhaustive. The post holder may be required to undertake other duties as directed by the Directors, in line with the evolving needs of the setting.