



Round and Round the Gardens Childcare

... the natural choice for your child.

Jack Temple Building . Pyrford Road . Pyrford . Surrey . GU22 8UQ
01932 355322

Company Director / Nursery Manager
Suzanne Filson BA (Hons) / EYPS
manager@roundandroundthegardens.co.uk

Company Secretary / Business Manager
Andi Hart Assoc. CIPD MCMI MIPA
admin@roundandroundthegardens.co.uk

Job Description

Business Manager

Main purpose of role:

To manage the operational business of the organisation, servicing the Company Director and producing financial reports as required.

The Business Manager has responsibility for:

- Ensuring compliance with the various legislative and regulatory requirements affecting R&RG Childcare Limited and its activities.
- Ensuring that effective office systems are established, maintained and regularly reviewed.
- Managing the website and its ongoing development and improvement
- Managing the process and contributing to the development of annual plans/reports, budgets and targets.
- Managing the policies ensuring that the company continually strives for quality.
- Marketing
- Customer Service
- Developing and implementing Human Resources policies.
- Management of the whole staff team

Specific Responsibilities

1. Administrative Management

Develop and monitor administrative systems

Manage the day to day use of IT, including managing the website and IT services including liaising with suppliers.

Ensure that the Round and Round the Gardens Childcare website is updated regularly

Monitor and develop the company policies.



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2. Finance

Oversee the production of invoices and monitor sales
Liaise with the childcare voucher companies to ensure timely payment
Ensure that all supplier invoices are paid on time.
Liaise with Surrey CC to ensure that all monies due are paid when necessary
Ensure that the book keeping is carried out effectively and liaise with the Company Accountant to ensure that our legal responsibilities to HMRC and Companies House are maintained.
Oversee budgetary management and the production of management accounts and financial reports
Developing and implementing the development of financial policies and procedures to ensure the effective management of R&RG.
Oversee the payroll process, ensuring accuracy and all documents are produced where necessary.

3. Human Resource Management

Provide supportive and effective leadership management of staff within areas of responsibility and the whole staff team
Carry out staff appraisal's alongside the Nursery Manager
Ensure that the staff team are offered advice, answer queries and provide support where needed and ensure that the staff are carrying out their roles efficiently and appropriately and offer direction where necessary.
Prepare minutes for meetings to an agreed timetable
Ensure that the recruitment, management, training, development is carried out efficiently.
Ensure that current employment, equal opportunities and health and safety legislation, together with good practice are consistently applied.
Recruitment of staff within areas of responsibility, to enable the company to meet its responsibilities to the children, families and legal ratios are met at all times
Monitor staff inductions to ensure efficient and effective
Ensure staff inductions are carried out



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Ensure all staff are checked for security purposes; liaising with DDC Ltd for all CRBs to be undertaken.

4. Health & Safety

Monitor the H&S policies and procedures
Ensure these are carried out and procedures are followed by staff

5. Legal

Ensure HMRC and Companies House requirements are adhered to.
Ensure that legal adult:child ratios are maintained
Ensure the staff are fully trained in the EYFS
Ensure data protection, confidentiality, employers insurance liabilities are maintained.

6. Marketing

Ensure the company is effectively advertised in the locality
Organise, oversee and attend events to promote the company to the locality
Liaise with the media to promote events and advertise in various magazines, newspapers, newsletters.

7. Customer Service

Be available to provide advice and information
Maintain outstanding partnership with parents
Monitor staff communication with our customers, to ensure it is exemplary.



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