

## **NUF LADDER**

Naval Under Fives is an Organization of 8 Pre-schools and Nurseries set up to provide childcare for children of Serving Personal, and where there are vacancies Civilian children. All Setting premises are held in mis-appropriated married quarters, which are provided by MoD and are situated within Service Establishment housing estates. NUF and MoD have a Service Level Agreement (SLA), and on the Board of Trustees is a MoD representative on behalf of RNRM Welfare (Royal Navy & Royal Marines). The SLA is updated annually by the Chair and MoD representative.

### **TRUSTEES**

The Board of Trustees are made up of Volunteers, who employ the Co-ordinator and Deputy Co-ordinator to carry out the day to day running of the Organization, which also includes the Business side. The BoT meet three times a year with an update of the Organization, including a financial report from the Co-ordinator and Deputy Co-ordinator. During these meetings, a Staff representative gives feed-back from the 8 Settings, the reports from a Parent/Carer is given from the Supervisor meeting and at the end of September annually an AGM is held where the BoT is voted on. Minutes from all the meeting within NUF are typed up and distributed to each of the Settings. At any time, a Trustee is able to come to the Office of NUF and check the accounts and at times a Trustee or two make spot check visits to the Setting when their time permits.

### **CO-ORDINATOR**

The Co-ordinator is employed by the BoT and is the Registered Person with Ofsted. The Co-ordinator is in charge of the day to day running of the Organization, including advertising and hiring all the Staff within NUF. Along with Staffing the Settings, the Co-ordinator is responsible for the Policies & Procedures, meeting with Early Years in both Hampshire and Portsmouth and other outside agencies. Collecting the Fees from each of the Setting's Supervisors as well as time sheets for all the Staff. All the financial aspects of the Business including the Pay-roll and accounts, HM Customs & Revenue, Headcount Funding along with replenishing of stock and equipment.

### **DEPUTY CO-ORDINATOR**

The Deputy Co-ordinator is employed alongside the Co-ordinator to carry out the day to day running of the Charity Organization and Business. In the absence of the Co-ordinator, the Deputy steps up and takes over the position of Co-ordinator.

### **AREA MANAGER**

To visit each of the NUF's Settings at least ½ termly, to supervise all Managers and Staff to ensure they adhere to their duties as outlined within their job descriptions. Ensure all Staff are aware of and adhere to the Ofsted requirements and NUF policies & procedures & continue to maintain the levels of achievement. To carry out termly Manager's supervision & observation, providing constructive feedback & setting clear measurable targets, including training to ensure Manager development continues. Stand cover in the absence of a Setting's Manager when needed, to train and work alongside any new appointed Manager.

### **MANAGER**

Each of the Settings has a Manager (NVQ 3 or equivalent in childcare), who is employed by the Co-ordinator and Deputy Co-ordinator to manage the Settings on a day to day base. The Managers are responsible for invoicing and collecting fees from the Parents/Carers, Staffing Rotas, managing their team, maintaining Staff/child ratios. Complying with Ofsted's regulations and the revised EYFS, along with accommodating outside agencies.

### **DEPUTY MANAGER**

Each of the Settings has a Deputy Manager (NVQ 3 or equivalent), who is employed by the Co-ordinator and Deputy Co-ordinator to work alongside the Manager and in the absence of the Manager to step up and take over the running of the Setting.

### **PRE-SCHOOL PRACTITIONER**

In each of the Settings there may be more than one Practitioner, who is employed by the Office to carry out the daily duties, which entail the Setting to reach its full potential under the EYFS. Each Practitioner will have a selection of 'Key Children' along with all other Staff members within the Setting. It is up to each member of Staff to maintain and update their 'Key Children's' Learning Journey through regular observations.

**STUDENTS & VOLUNTEERS** View previous sheet.

