**Job Description for Deputy Nursery Manager**

**Reports to: Nursery Manager**

**Main responsibilities:**

* To deliver a high standard of learning, development and care for children aged 0-5 years.
* To deputise for the Nursery Manager.
* To supervise and appraise nursery staff as directed.
* To ensure that the nursery is a safe environment for children, staff, and others.
* To developing partnerships with parents/carers to increase involvement in their child’s development.
* To be responsible for any tasks delegated by the Nursery Manager.

**Main activities:**

1.provide a safe, caring, stimulating educational environment, both indoors and outdoors, always.

2. To deliver an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress and to support other staff in doing so.

3.To help ensure the nursery always meets Ofsted requirements.

4.To undertake designated officer roles as directed.

5.To undertake appraisals and supervisions as directed.

6.To work with other professionals in the local area for the benefit of children and families.

7.To understand and work to preschool nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints, and emergencies.

8.To plan activities which ensure each child is working towards the early learning goals and

support others in doing so.

9.To be a key person.

10.To ensure records are properly maintained.

10. To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children’s progress and encouraging parents’ involvement.

11.To work in partnership with senior management to update and review the self-evaluation and improvement plan.