

<b>Job Title:</b>	Nursery Deputy Manager
<b>Hours:</b>	Full time – 40 hours per week approximately. Part Time and shift pattern work may be available for the right candidate.
<b>Contract Type:</b>	Permanent
<b>Salary:</b>	Up to £35,000 - the salary is determined by your experience, qualifications, role responsibilities, institution size, and weekly hours worked.
<b>Responsible to:</b>	Nursery Manager /School Head Teacher

## JOB DESCRIPTION

The Deputy Manager will collaborate closely with the Nursery Manager to oversee daily nursery operations, ensuring high-quality care and education for children. This role involves supervising staff, implementing policies, and maintaining a safe, nurturing environment. The Deputy Manager must be versatile, adaptable, and willing to work as part of an enthusiastic team dedicated to children's care and development. They should be committed to the nursery's philosophy of children's learning and development, maintaining high standards of integrity, confidentiality, and professionalism in interactions with children and parents.

The nursery manager should have:

- Excellent knowledge of the Early Years Foundation Stage (EYFS) framework and child development.
- Strong understanding of OFSTED standards and practices.
- The skill, creativity, commitment, and enthusiasm required for working in early years education.

## KEY RESPONSIBILITIES

### Operational Management

- To be responsible for the day-to-day running of the Nursery as deputy nursery manager, including coordinating daily schedules, activities, and routines to ensure smooth operation.
- To assist the Manager in the overall administration of the nursery.
- To ensure the national standards for the registration of childcare are maintained at all times.
- To assist in compliance with all applicable legislation, regulatory and licensing requirements within the Nursery environment.
- To applicable policies and procedures and then to ensure that the Nursery operates within the framework set.
- To take part in the recruitment process.
- To support a team of staff to meet statutory ratios and include contingency staffing where appropriate.
- To assist in managing the day care centre's budget and resources.
- To Maintain accurate records of attendance, incidents, and other relevant information.
- To produce reports and statistical information as required, maintaining high standards of accuracy and confidentiality in record-keeping.
- To implement the Nursery's Equal Opportunities Policy in all aspects of the Nursery and other childcare services.

- To establish and maintain effective working relationships with partner agencies providing services within the area such as Early Years Department, local childcare/educational providers, health providers, Sure Start and other providers.
- To receive and deal with complaints positively in accordance with procedures.
- To work as a senior member of the management team and to promote all activities being provided by the Nursery.
- To promote, attend and represent the Nursery at appropriate events, conferences, seminars and training.
- To take a lead in marketing the Nursery through the development and implementation of marketing strategy which includes the promotion of Children's Tax credits and other benefits available to parents.
- To undertake any other task requested which is commensurate with this role and responsibility.

### **Staff Supervision and Development**

- To work alongside the Nursery Manager to continually inspire and motivate all staff to provide outstanding teaching and learning by overseeing the operation of the nursery to the highest standards.
- To provide support in hiring, training, and mentoring day care staff with the appropriate skills, qualifications, experience and qualities, ensuring the Nursery is staffed to the required levels at all times.
- To support a team of staff to meet statutory ratios and include contingency staffing where appropriate.
- To work with the Nursery Manager in managing staff sickness and absence in accordance with procedures.
- To Conduct regular staff meetings and training sessions.
- To work with the Nursery Manager in agreeing developmental plans for each member of staff which support the further development of the Nursery.
- To attend regular supervision, team meetings, and training as required by the Nursery Manager and Operations Director.
- To ensure staff adhere to policies, procedures, and best practices in child care.

### **Child Care and Curriculum Implementation**

- To provide a child-centred environment where children are cared for in a safe, caring and stimulating way that ensures their individual needs are met within a group setting.
- Ensure age-appropriate physical care routines including feeding, changing, and administering medicine are in place.
- Promote healthy lifestyles through balanced meals, snacks, and physical activity.
- Promote diversity, equality, and inclusion, reflecting cultural differences and family circumstances.
- Ensure staff model and promote positive behaviours and help children manage their behaviour.
- Establish and deliver an effective curriculum which includes assessment, planning and evaluation following the EYFS curriculum for all children 0-5 years
- Oversee the planning and implementation of age-appropriate activities and educational programs.
- Ensure that appropriate learning experiences and environments for individual and group needs are in place.
- Ensure that activities encourage group learning and socialization.
- Ensure that numeracy and language development is supported through games and play.
- Ensure that adult-led and child-initiated activities are balanced.
- Ensure that children's learning and thinking is developed through sustained shared thinking.

- Ensure that systematic synthetic phonics and strategies for early literacy and mathematics are utilised.
- Promote diversity, equality, and inclusion, reflecting cultural differences and family circumstances.
- Ensure that children are supported through transitions and significant life events.
- Develop and maintain procedures for regular review and assessment of each child's progress in partnership with staff and parents.
- Ensure that children's progress and development is monitored and that parents are regularly communicated with.

### **Health and Safety**

- Ensure the safety and welfare of the children at all times.
- Respond to accidents, injuries, and emergencies.
- Ensure the day care centre meets all health, safety, and cleanliness standards and regulations.
- Implement and oversee emergency procedures and protocols.
- Regularly review and update all nursery policies and procedures including: health, safety, security, confidentiality, and safeguarding responsibilities.
- Ensure all staff are aware of and adhere to the nursery policies and procedures at all times.
- Conduct risk assessment and management per policies and procedures.
- Be aware of the outcome of risk assessments and fully implementing the specific controls.
- Conduct regular safety drills and inspections in line with nursery policies and procedures.
- Be aware and observant of all health and safety issues, and address any concerns promptly and effectively in order to reduce the risk of incident or accident.
- Completing, keeping and monitoring accident, incident and risk assessment records effectively.
- Ensuring the Nursery medicine procedures are adhered to.
- Maintaining allergy management systems in line with the nursery policy.
- Ensure robust safeguarding procedures are in place and followed at all times.
- Adhere to all nursery policies and procedures.

### **Parental Engagement**

- To build and maintain positive relationships with parents and guardians.
- To implement and manage an effective parent liaison programme, ensuring regular communication and interaction with parents.
- To address parental concerns and feedback professionally and effectively.
- To organize parent meetings, conferences, and events.
- To provide regular updates on children's activities and progress.
- To handle inquiries and communications from parents and guardians.

### **PERSONAL SPECIFICATION**

#### **Essential:**

- Functional Skills Level 2 in English and Maths
- NCFE CACHE Level 3 Diploma for the Early Years Workforce

#### **Desirable:**

- GCSE Maths and English at Grade C or above.
- Degree in appropriate subject including Early Years Care, Finance, Business, Marketing.

<ul style="list-style-type: none"> <li>• Proven experience in a leadership or supervisory role within a nursery setting.</li> <li>• Proficient in basic computer applications (MS Office, email, etc.).</li> <li>• Current Paediatric First Aid certification.</li> <li>• Current Safeguarding certification.</li> <li>• Current COSHH certification.</li> <li>• Current Food and Hygiene certificate</li> </ul>	
<p><b>Attributes:</b></p> <ul style="list-style-type: none"> <li>• Approachable.</li> <li>• Committed.</li> <li>• Patient.</li> <li>• Creative.</li> <li>• Self-motivated and able to motivate others and promote good team working.</li> <li>• Calm under pressure.</li> <li>• Ability to handle emergencies and stressful situations calmly.</li> <li>• Well-organized.</li> <li>• Team player.</li> <li>• Desire to make a difference in children's lives.</li> <li>• Reflective practitioner.</li> <li>• Professional at all times.</li> <li>• Strong communication and interpersonal skills.</li> <li>• Enthusiastic, positive, and flexible.</li> <li>• Strong time management and organizational skills.</li> <li>• Excellent attendance and punctuality record.</li> <li>• Commitment to continuous professional development.</li> <li>• Must perform all duties with reasonable adjustments per the Disability Discrimination Act 1995.</li> <li>• Ability to handle manual tasks such as lifting children, changing nappies, and carrying toys and equipment.</li> <li>• Flexibility to work various shifts as needed and cover for staff absences.</li> </ul>	
<p><b>Safeguarding</b></p> <p>All education sector settings are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment.</p> <p><b>Candidates must have:</b></p> <ul style="list-style-type: none"> <li>• An Enhanced DBS check on the update service (or be willing to obtain one).</li> <li>• At least two references - including one from the last employment position.</li> <li>• A Pre-employment health-check may also be required.</li> </ul>	