

<b>Job Title:</b>	Nursery Third in Charge
<b>Hours:</b>	Full time – 36 to 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 £30,000 - the salary is determined by your experience, qualifications, role responsibilities, institution size, and weekly hours worked.
<b>Responsible to:</b>	Nursery Deputy Manager /School Head Teacher

## JOB DESCRIPTION

The Third-in-Charge plays a crucial role in the nursery, supporting the deputy and nursery manager to create a safe, secure, and stimulating environment where parents feel confident entrusting their children.

The role involves ensuring smooth day-to-day operations and maintaining high standards of care and education for children. Training, supporting, mentoring, and supervising the staff to enable them to consistently deliver high-quality education and care, in line with the Early Years Foundation Stage (EYFS) framework. The Third-in-Charge also promotes a successful and profitable business by engaging with the local community, marketing the nursery to achieve maximum occupancy, and providing excellent customer service.

The Third-in-Charge 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.
- Be familiar with the Code of Practice on the identification and assessment of Special Educational Needs.
- Be familiar with the statutory assessment and reporting requirements and know how to prepare and present informative reports to parents.

## KEY RESPONSIBILITIES

### Leadership and Management

- To work alongside the Nursery Deputy and Manager to lead the nursery to reach an Outstanding grading with OFSTED standards.
- Assist in the day-to-day general management (“good housekeeping”) of the nursery.
- Help to ensure Policies & Procedures are met alongside the EYFS and associated statutory guidelines and good practice.
- Lead, inspire, motivate and supervise the staff.
- Ensure all staff members adhere to nursery policies and procedures.
- Conduct regular team meetings and provide guidance, support, and training as needed.
- Participate in staff appraisals and in recruitment and selection processes.

- Identify development areas or training requirements throughout the staff team and actively promote continued professional development.
- Mentor and motivate the staff team and offer support and guidance as required.
- Support and encourage any ideas and initiatives to maintain employee engagement.
- Support and attend all regular meetings and training and have a full written agenda and minutes to accompany.
- Promote equality and diversity within the nursery, challenging any behaviour which does not support the nurseries Inclusive Practice and Equal Opportunities Policies.

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

- To ensure that settling-in and transitions are well managed for all children, ensuring they are communicated to parents, carers and colleagues.
- To encourage 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.
- Create a warm, welcoming, and stimulating environment where children feel secure and happy.
- Promote diversity, equality, and inclusion, reflecting cultural differences and family circumstances and ensure all children, including those with special educational needs, are supported.
- 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.
- Ensure staff model and promote positive behaviours and help children manage their behaviour.
- Set high expectations for the children's behaviour, establishing, and maintaining a good standard of discipline through well focused, engaging teaching and through positive and productive relationships.
- 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.
- Provide support for the children who are not yet fluent in English.
- Ensure that learning is appropriately differentiated so that the learning is well pitched and all pupils are challenged at their current level of understanding 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.
- Create and review One Plans for pupils with identified special educational needs.

### **Health and Safety**

- Ensure the safety and welfare of the children at all times.
- Respond to accidents, injuries, and emergencies.
- Ensure the nursery meets all health, safety, and cleanliness standards and regulations.

- Implement and oversee emergency procedures and protocols.
- Ensure 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, and report any concerns to the designated safeguarding lead.
- Adhere to all nursery policies and procedures.

### **Parental and Caregiver Engagement**

- To build and maintain positive relationships with parents and guardians.
- Communicate regularly with parents about their child's progress and daily activities.
- Organize and participate in parent meetings and events.
- Deal with any parent/carer issues or concerns in a timely manner, escalating any issues to your nursery manager and to record these documents.

### **Administrative Duties**

- Maintain accurate records of children's development, attendance, and any incidents.
- Ensure all documentation is up-to-date and complies with regulatory requirements.
- Manage room resources and equipment, ensuring they are well-maintained and used effectively.

<b>PERSONAL SPECIFICATION</b>	
<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• Functional Skills Level 2 in English and Maths.</li> <li>• NCFE CACHE Level 3 Diploma for the Early Years Workforce.</li> <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>	<ul style="list-style-type: none"> <li>• GCSE Maths / English at grade C or above.</li> </ul>
<b>Attributes:</b>	
<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> </ul>	

- Well-organized.
- Team player.
- Desire to make a difference in children's lives.
- Reflective practitioner.
- Professional at all times.
- Strong communication and interpersonal skills.
- Enthusiastic, positive, and flexible.
- Strong time management and organizational skills.
- Excellent attendance and punctuality record.
- Commitment to continuous professional development.
- Must perform all duties with reasonable adjustments per the Disability Discrimination Act 1995.
- Ability to handle manual tasks such as lifting children, changing nappies, and carrying toys and equipment.
- Flexibility to work various shifts as needed and cover for staff absences.

### **Safeguarding**

All education sector settings are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment.

#### **Candidates must have:**

- An Enhanced DBS check on the update service (or be willing to obtain one).
- At least two references - including one from the last employment position.
- A Pre-employment health-check may also be required.