



**Job Description:**

<b>Post:</b>	<b>Deputy Nursery Manager</b>
<b>Salary:</b>	Grade D £19,848 - £22,338
<b>Responsible to:</b>	
<b>Line Manager:</b>	Benedicte Smith

**Key Purpose:**

The core purpose of this role is to be support the Nursery Manager to ensure the effective daily management of the Nursery, to have a sound knowledge of all Company Policies, Procedures, Statutory Welfare Requirements and Ofsted expectations and ensure that these are maintained at all times. To be a role model to the staff team. Be able to showcase high quality practice with regards to individual and group work with children, dealing with staff and parent issues as they arise. To support and actively promote the safety, security and well-being of all children, staff and visitors at all times. Act as the Designated Safeguarding Person within the setting in the Nursery Manager’s absence, dealing with and support any issues as they arise. To work alongside the Nursery Manager to lead the nursery to reach an Outstanding grading with Ofsted. To play an active role in completing a rigorous action plan that supports the development of areas set out in the ‘Schools Improvement Plan’.

**Key Responsibilities and Accountabilities:**

<b>A</b>	Support the future occupancy levels of the setting by working alongside the Nursery Manager in making appropriate decisions in relation to staffing.
<b>B</b>	To reinforce Company policy and procedures at all times and deal with any breaches swiftly and in an appropriate manner.
<b>C</b>	Identify development areas or training requirements throughout the staff team and actively promote continued professional development.
<b>D</b>	To support and encourage any ideas and initiatives to maintain employee engagement.
<b>E</b>	To ensure that all children are treated as individuals and that we are supporting this through our approach to planning in line with the EYFS.
<b>F</b>	To ensure that any identified development needs are supported with ongoing training either internally or externally
<b>G</b>	As a management team, to oversee planning and children’s developmental records and ensure that they reflect their individual progress and are up to date.
<b>H</b>	To support on all aspects of inclusive practice, behaviour management and special educational needs within your team, liaising with the appropriate representatives.

I	To ensure effective communication with staff and families through effective partnerships i.e. Parents Forum, Newsletters, Parents Evenings, stay & plays, settling-in sessions.
J	Deal with any parent/carer issues or concerns in a timely manner, escalating any issues to your Nursery Manager as necessary.
K	To ensure the health & safety of all staff, children and visitors by ensuring policies on security and safety are adhered to at all times e.g. ensuring visitors have signed in and ID checks have been carried out.
<b>Person Specification: Deputy Nursery Manager</b>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>● Level 3 or above Childcare qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● 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</li> <li>● Knowledge and proven practical experience of implementing good quality learning opportunities.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>● Empathy and understanding of children under five.</li> <li>● Excellent verbal and communication skills with children and parents</li> <li>● Ability to write reports and keep clear and accurate records.</li> <li>● Excellent organisational skills</li> <li>● Administrative and basic IT skills</li> <li>● Calm and caring nature</li> <li>● Ability to work as part of a team</li> <li>● Able to work on own initiative</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>● Knowledge of the UK education system</li> <li>● An awareness of and commitment to the ethos and of the school</li> </ul>
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>● Reliable, enthusiastic, and flexible</li> <li>● A commitment to quality in all areas, with a high level of motivation and enthusiasm</li> <li>● A creative thinker</li> <li>● A good sense of humour</li> </ul>
	This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the School's operational sites.