JOB DESCRIPTION

POSITION: DEPUTY NURSERY MANAGER

JOB OVERVIEW

Summary of role

To work under the direction of the Manager and deputise as and when required, to support the Nursery. To support the aims and objectives of the nursery and assist the Manager in the organisation of a high-quality establishment for children from birth to five years, To provide high standards of care and early learning – to include the monitoring and review of provision, this includes providing a safe, caring environment to enable the personal, emotional, social and educational development of children, through individual attention and group activities, To support the team in order to provide an enabling environment in which all individual children can play, learn and develop, to direct and support staff as agreed by the Manager.

Reports to: Nursery Manager
Reports in:

KEY TASKS	CHILDCARE AND EDUCATION
	• To promote the aims and objectives of the nursery • To be aware of ensuring the balance of competence of staff not only in the room/when out on trips but in the nursery as a whole • To be aware of the need of managers to oversee the administration of prescribed medication. • To ensure the staffing levels and the balance of competence of staff in the room and the nursery as a whole and to support this in other nurseries as required • To support the manager to ensure that children with needs are identified and the correct GIRFEC processes have been followed, that staff are trained in GIRFEC and that the named person is informed of any concerns • To maintain awareness of what is happening throughout the whole nursery • To ensure high standards in practice are met and to promote these high standards at all times • To assist the Manager in showing parents around the nursery facilities and sending out information • To ensure the provision of high standards of physical, intellectual, personal, social, and emotional care • To ensure interactions with and communications about team members are always professional • To lead a team of professional workers and to ensure good practice always • To assist the Manager in setting and implementing objectives and policy for the nursery • To assist with the planning and organisation of staffing schedules and holiday rotas to ensure adequate staffing levels are maintained in accordance with Care Inspectorate guidelines and nursery procedures. • To assist with the implementation of administrative procedures involved with registration, place allocation, and other related matters • To assist with the development and implementation of systems to monitor and record child development • To assist with the preparation and maintenance of materials and equipment • To be responsible for the health and safety standards appropriate for the needs of young children and ensuring staff compliance and awareness • To ensure high standards of hygiene and cleanliness are always maintained • To ensure the provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history • Support all team members with the early identification and intervention for children with possible special needs and give social, physical, emotional, intellectual guidance as appropriate • To ensure confidentiality of all information received and ensure that it is shared appropriately • To assist with staff and student development and training • To support the effective interview and selection process as required • To fully support the induction of new team members and students • Support the appropriate supervision meetings/processes in conjunction with the Manager

	• Play a key role in the appraisals, target setting, and nursery operations as deemed appropriate by the manager • Attend nursery management meetings and feed appropriate information back to the wider team • To assist the Manager in the supervision of training of students in placement within the nursery • Liaise with parents, other family members and staff to help ensure that the needs of children are met, and that parental choice is considered in terms of care given • To liaise with outside agencies as required • Assist the Manager with the efficient upkeep and maintenance of the building and grounds, stock of equipment, furnishings and fittings • Maintaining staff awareness of the fire evacuation procedures in accordance with the code of practice • To be involved in out of working hours activities, e.g. training, planning meetings, monthly staff meetings, parents evening, fundraising events etc. • To deputise for the Manager in his/her absence • To undertake such other duties and responsibilities of an equivalent nature as may be determined from time-to-time by the Manager. To ensure that the manager is always kept updated.

Inspired Learning Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

03/2018 V1

Person Specification		
	Essential	**Desirable**
Qualifications	• Minimum Level 3 qualification in Children and Young Peoples Workforce or equivalent.	• Food Hygiene Certificate • Paediatric First Aid
Experience	• Excellent working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance. • At least one year's recent relevant leadership experience • Knowledge and proven practical experience of implementing good quality learning opportunities	• Two or more years relevant leadership experience
Knowledge	• Experience and knowledge of Ofsted inspections • Knowledge of Health and Safety legislation • Understanding of Children Act and Ofsted requirements • Strong understanding of the EYFS • Learn all the Manager roles and responsibilities so that management of the setting can be passed over in the Manager's absence • Knowledge of Nursery Management • Maintaining accurate records of children development • Monitoring accident trends • Know how to devise activities for the needs of the children indoors and outdoors incorporating continuous provision	• Excellent understanding of leadership and management • Keeping up to date with current practise by reading the relevant magazines and books
Skills and Attributes	• Ability to lead a nursery team and develop positive relationships with colleagues, parents and children	• Ability to demonstrate creative abilities • Proficient understanding of computer/IT skills

	• Excellent communicator with internal staff and all members of public (agencies, parents, Ofsted) • Displays commitment to the protection and safeguarding of children • Ability to work on own initiative and prioritise workload • Contribute to outstanding inspections (internal and external) • Being able to lead and manage a team and motivate staff • Values and respects the views and needs of the children • Works collaboratively with colleagues • Resilient and demonstrates ability to work well under pressure • Good time management • Willing to work within organisational processes and procedures to meet required standards for the role	• Confident and competent with numbers (training can be provided to do the cash book, scheduling, holidays etc)
Personal Qualities	• Be an effective team player that works collaboratively and effectively with others • Excellent interpersonal skills, communicating (verbally and in-writing) effectively to a wide-range of audiences • Support, motivate and inspire both colleagues and pupils by leading through example • Suitability to work with children • Confidence, warmth, sensitivity, reliability and enthusiasm	
Equal Opportunities and Commitment	Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin **Demonstrate a commitment to:** ✦ safeguarding and child protection equalities ✦ promoting the school's vision, values and ethos ✦ high quality, stimulating learning environment ✦ relating positively to and showing respect for all members of the school and wider community ✦ ongoing relevant professional self-development	

I have read and understood the responsibilities for the position of Deputy Nursery Manager. I am aware that the Job Description is subject to change accordance with the needs of the business. I accept that I am fully responsible and accountable for the nursery and will operate the nursery within the legislative parameters set by the relevant bodies.

Name:			
Signed:		**Date:**	

Inspired Learning Group committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, as all new staff will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment, two satisfactory references and registration with the Disclosure and Barring Service (DBS).