



DEPUTY MANAGER JOB DESCRIPTION

JOB TITLE:	NURSERY DEPUTY MANAGER
JOB PURPOSE:	To assist with the smooth running of the Nursery, under the direction of the Manager, ensuring that the best possible environment and care are provided for the pupils
ACCOUNTABLE TO:	Nursery Manager

KEY TASKS:

These include, but are not limited to;

1. To work closely with the Primary School to ensure excellent transition into the school setting.
2. To play a key role in marketing the Nursery to prospective parents.
3. To help ensure all aspects of the EYFS curriculum is planned & delivered under the direction of the Nursery Manager.
4. To be assist with the induction and training of new staff in the Nursery.
5. To support and organise key worker groups.
6. Ensuring that the Nursery is clean, safe and a welcoming environment.
7. To contribute to the strategic planning, monitoring, evaluation and development of the Nursery.
8. To be responsible for high standards of care ensuring the Nursery is fully compliant.
9. To assist with maintaining registers, staffing ratios, organising staff rotas and breaks.
10. To help manage, develop and support Nursery staff.
11. Administering first aid, when required, and maintaining appropriate records of first aid given.
12. To undertake any other reasonable requests from the Nursery Manager in line with the role of a Deputy Manager.

Person Specification

Skills Required

Ability to formulate operational plans	ESSENTIAL
Ability to help train, manage and monitor staff, especially new staff, including monitoring leave and managing absence	ESSENTIAL
Ability to work effectively and collaboratively with other colleagues	ESSENTIAL
Experience of handling parental complaints	ESSENTIAL
Ability to ensure effective child development monitoring	ESSENTIAL
Ability to organise and run staff meetings and briefings	ESSENTIAL

Knowledge Base

Knowledge of EYFS requirements	ESSENTIAL
Knowledge of Health and Safety at work	ESSENTIAL
Competent IT skills - able to maintain records and produce reports, take and upload photographs using allocated devices and software, able to support others with basic IT skills	ESSENTIAL
Knowledge of SEND processes or the willingness to attend SEND training	ESSENTIAL
Extensive knowledge of Safeguarding issues	ESSENTIAL

Qualifications/Attainment

A good standard of education, particularly in English and Mathematics (GCSE Grade C above/ or equivalent)	ESSENTIAL
Possess a minimum NVQ Level 3 in Child Care and Education or equivalent	ESSENTIAL
Knowledge of appropriate First Aid procedures – possess a Paediatric first aid qualification	ESSENTIAL
Possess a Food Hygiene certificate Level 2	DESIRABLE

Willingness to participate in further training and developmental opportunities when offered	ESSENTIAL
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Experience

Relevant experience in an educational establishment/setting – good level of experience in a Nursery setting	ESSENTIAL
Demonstrable evidence of establishing positive relationships with children	ESSENTIAL
Demonstrable evidence of experience in supporting children in a learning environment	ESSENTIAL
Good organisational and time management skills	ESSENTIAL
Experience of managing staff	DESIRABLE

Attitude/approach

Be professionally discreet and maintain confidentiality on all school/Nursery matters, at all times	ESSENTIAL
Ability to work on own initiative and as part of the Nursery team and wider school community	ESSENTIAL
Commitment to equal opportunities	ESSENTIAL
Confident communicator with a professional manner	ESSENTIAL
Development of the team to constantly improve Nursery provision	ESSENTIAL