



KKDCL – Nursery Deputy Manager

Job Title: Nursery Deputy Manager

Responsible to: Nursery Directors **Accountable to:** Manager

Responsible for:

3rd in Charge, Room Leaders, Nursery Nurses, Nursery Assistants, Nursery Trainees and Kitchen/Domestic Staff.

Liaising with:

Ofsted Inspectors, Early Years Development Officers, EHO Inspectors, Health & Safety Inspectors, Doctors, Health Visitors, other Childcare Professionals and external agencies.

Purpose of Post:

1. To work under the direction of the manager and deputise for him/her as and when required.
2. 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 5 years.
3. To provide high standards of childcare and education - to include the monitoring and review of provision, this includes providing a safe, caring environment to enable the emotional, social and educational development of children, through individual attention and group activities.
4. Assist in the leading and implementing the Early Years Foundation Stage Framework and any other legal/statutory frameworks.
5. To direct and support staff as agreed by the Nursery Manager.
6. To manage the nursery in the absence of the Nursery Manager.

Responsible to:

Nursery Manager/Officer in Charge

Main Duties:

- To promote the aims and objectives of the nursery.
- To promote the high standards of the nursery at all times to parents, staff and visitors.
- To ensure the provision of high standards of physical and emotional care.
- To ensure that the welfare and safety of children is paramount within the setting and any child protection concerns are always appropriately acted upon immediately, following LSCB guidelines.
- To lead a team of professional workers and to ensure good practice at all times, including staff induction, supervision and appraisal.
- To attend relevant training/conferences/meetings to support professional development, keeping up to date with childcare/education practice and cascading to staff team.
- To assist the manager in setting, implementing and reviewing policies for the nursery.
- To assist with the planning and organisation of staffing schedules and holiday rota's to ensure adequate staffing levels are maintained in accordance with Ofsted and nursery procedures.
- To assist with the implementation of administrative procedures involved with: - registration, place allocation, and other related matters.
- To be responsible for implementing and monitoring systems of observation to enable children's progress and achievements to be regularly and effectively assessed and recorded.

- 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 maintained at all times.
- To ensure the provision of a high quality environment to meet the needs of individual children, having an awareness of any disabilities, family cultures, and medical histories.
- To guide all team members with the early identification and intervention for children who may benefit from additional support regarding their physical, emotional and social development.
- To ensure confidentiality of all information received.
- To assist with staff development and training.
- To assist the manager in the supervision of training of students and volunteers in placement within the nursery.
- To liaise and facilitate close partnership working with parents, other family members and staff to help ensure that the particular needs of children are met and that parental choice is considered in terms of care given.
- To liaise with outside agencies as required.
- To assist the manager with the efficient upkeep of the building and maintenance/stock of equipment, furnishings and fittings.
- Maintaining staff awareness of the statutory requirements of the EYFS to ensure a safe working environment for staff and children.
- To be involved fully in monthly staff meetings, planning meetings, parents' evenings, fundraising events and training sessions outside working hours, as required.
- To deputise for the manager in his/her absence.
- To be aware of the high profile of the setting and to uphold its standards at all times both within work and outside.
- To assist the manager in showing parents around the nursery facilities and sending out information.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Nursery Manager.

Personnel Specification – Deputy Manager

Attributes	Criteria	Rank
Education and Training	1. Minimum of a relevant and recognised Level 3 qualification	Essential
	2. Leadership and Management qualification	Desirable
	3. Evidence of ongoing personal development training	Essential
	4. Desire to continue with professional development	Essential
	5. To gain a recognised Professional Status i.e. Early Years Professional Status (EYPS)	Desirable
	6. Recent Paediatric First Aid certificate	Desirable
	7. Basic Food Hygiene	Desirable
Relevant Experience	8. Substantial post qualifying experience in working with children	Essential
	9. Experience of implementation of EYFS	Essential
	10. Experience of working in partnership with	Desirable

	parents	
General and Special Knowledge	11. Knowledge of legislation relevant to Early Years such as EYFS, SEN, safeguarding, Childcare Act 2006	Essential
	12. Knowledge of Child Development and children's needs	Essential
	13. Knowledge on policies and procedures in relation to equality and inclusive practices	Essential
	14. Ability to work with parents/carers/families to encourage partnership working	Essential
Skills and Abilities	15. Ability to communicate effectively at all levels including professional, practitioner level, and to engage with children, parents and families	Essential
	16. Able to be an effective leader and work as part of a team	Essential
	17. Good record keeping, report writing and presentational skills	Essential
	18. Possess a level of general computer literacy with a range of IT skills.	Essential
	19. Good organisational and time management skills	Essential
	20. Ability to support the effective marketing of the setting in order to maximise the occupancy levels and income	Essential
Any Additional Factors	21. Understanding of Equal Opportunities	Essential
	22. Awareness of Health & Safety and practical Hygiene issues	Essential
	23. Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary	Essential

Additional requirements

- To keep abreast of new childcare legislation and practices in Norfolk

Dress Code and Personal Conduct:

You will be expected:

1. To present a clean and smart appearance at all times:

- Only one set of earrings to be worn while at nursery (no dangling earrings or nose studs).
- Jewellery must be kept to a minimum to prevent personal or child injury.
- Hair to be kept neat and tidy and to be tied back if longer than shoulder length.
- A change of slippers to be worn one in the nursery rooms at all times.
- To ensure appropriate uniform (supplied) is worn with black trousers or skirts, no jeans. Tailored shorts (black) may be worn in the summer, minimum length, midhigh. Uniform must be worn at all times whilst on duty. The t-shirts and sweatshirts provided remain the property of KKDCL at all times.
- Clear or natural shades of nail varnish may be worn on toe nails only (no bright or dark colours). Finger nails must be kept at a reasonable length.
- Smart appearance is vital to maintain the professional image of the nursery.



- These measures help us to meet the criteria as stated in Health and Safety at Work legislation and they also protect against injury to you and the children your care.

Illness:

If, for any reason, you are unable to attend your place of work you must inform the nursery manager or deputy manager. This should be done before, or as soon as possible after, 7.30a.m. You must also call the nursery before 4.00 p.m. to inform them whether you will be fit for work on the next working day. If you have a doctor's note you should send this to the nursery as soon as possible and ensure that you confirm with the nursery manager the date that you will be considered fit to resume your working duties.

Emergency Procedures:

All staff must be aware of all company emergency procedures, including fire, first aid and safeguarding children.

Induction:

All staff members must complete the company induction and read and be familiar with all company policies and procedures. All Health and Safety policies and documents must be read and understood and you will be requested to sign to state you have read and understood them.

Conditions of Employment

This Job Description is not intended to be a complete inventory of all the activities the job holder would be expected to undertake. The post holder is required to comply with all the nursery's policies and procedures and to meet his/her responsibilities under the Health & Safety at Work Act. This Job Description will be subject to review and change in light of future developments. The post holder will be actively involved in the review with the Nursery Directors.