

Deputy Manager - Job Description

KEY OBJECTIVES

- Assist with the effective daily management of the nursery in accordance with the requirements of Company Policies and procedures, the Children Act and other relevant legislation, and all local authority and OFSTED requirements.
- In the absence of the Nursery Manager, undertake overall management responsibility for the nursery.
- Assist the Manager with their responsibility for the safety, security and well-being of all children registered within the nursery.

Main Responsibilities:

- To deputise for the Nursery Manager.
- To be responsible for any tasks delegated by the Nursery Manager
- To ensure a high standard of physical, emotional, social and intellectual care for all children who attend the Nursery.
- To provide support to any other Nursery personnel.

Main Duties:

- Assist the Nursery Manager in providing effective day-to-day management of the nursery.
- Develop excellent communications with parents / guardians, encouraging them to participate in their child's progress and development.
- Assume overall management responsibility for the nursery in the absence of the Nursery Manager, including liaising with OFSTED and all external agencies
- In consultation with the Nursery Manager, formulate, operate and evaluate an annual programme of activities suitable for the age range of the children following the guidelines for the implementation of 'Early Learning Goals' and the Company's Curriculum Document.
- Assist the Nursery Manager with paperwork within the nursery.
- In conjunction with the Nursery Manager, ensure that all required standards, ratios and conditions of registration are maintained at all times.
- Assist with the organisation of and attend all parents meetings and open days, and social events as required.
- Assist with the preparation of the nursery for OFSTED inspections and action any recommendations made by the Inspector.
- If appropriate, be responsible for the day-to-day management within own room, encouraging good practice by the whole staff team with regard to individual and group work with children.
- To assist the Nursery Manager in the supervision of any students who may be on placement in the Nursery.
- Attend social events and parents meetings, be involved in fundraising events and assist with the promotion of the nursery as required.
- To assist the Nursery Manager in promoting Equal Opportunities throughout the Nursery.
- Work alongside all parents to achieve full integration within the Nursery.

- Identify the physical, emotional, intellectual and developmental needs of children with Special Needs and offer appropriate support.
- Liaise with and support parents/main carers and other family members.
- Liaise with the Local Authority and other professionals associated with the Nursery.
- Attend regular staff meetings and training sessions outside working hours.
- Undertake certain domestic duties within the Nursery, e.g. preparation of snacks, cleansing of equipment etc.
- Work alongside the Nursery Manager and other team members to ensure the smooth running of the Nursery.
- Undertake other duties as may be requested from time to time.

PERSONNEL

- Participate in all self-development activities, including appraisals, etc.
- Develop positive relationships with other staff working within the Nursery.
- In the absence of the Nursery Manager, ensure that the nursery is appropriately staffed and that the correct levels of qualified / unqualified staff are maintained at all times.
- Assist with the recruitment, training, motivation and development of staff within the nursery, taking account of Company Policy and all statutory requirements to ensure that staff fulfils the provisions of their job descriptions.
- Assist with the organisation of and attend regular staff meetings and appropriate training sessions, which ensure staff, are kept up-to-date on Company Policy and Procedures and OFSTED requirements.
- Assist with the completion of all staff rosters, ensuring they are both accurate and timely, including the reporting of absence through sickness and holidays.
- Ensure all trainees within the nursery receive appropriate mentoring and training, in accordance with their individual training needs.

HEALTH AND SAFETY

- Undertake a shared responsibility for health, safety and cleanliness throughout the nursery.
- Ensure the general cleanliness of the children at all times.
- Operate the highest standard of hygiene and cleanliness in the bedding and nappy changing area and food service areas.
- Be familiar with all emergency and security procedures, e.g. Fire procedures, routines for dropping off and collecting children.
- Assist the Nursery Manager to ensure that all security and safety systems are always fully operational and used properly by all staff.

GENERAL

- Adhere to all Company Policies and Procedures including attendance at meetings, preparation of reports and any other duties as required.
- Ensure the Company's Equal Opportunities Policy is adhered to at all times.

	Essential	Desired
NNEB, BTEC, NVQIII or equivalent childcare or any other relevant qualification	✓	
A minimum of two years post qualifying experience with children 3 months to 5 years	✓	
Previous supervisory experience	✓	
Prepared to undertake professional development, as appropriate	✓	
Previous experience working within a Nursery	✓	
Previous childcare experience with age range three months to 5 years	✓	
Affinity with young children	✓	
Ability to work as a reliable member of the team, developing positive relationships with colleagues, Parents, children and outside agencies.	✓	
Knowledge of Health & Safety issues.		✓
Knowledge and understanding of Children Act.	✓	
Excellent communication skills(oral and written)	✓	
Experience/knowledge of Ofsted inspection		✓
Knowledge and understanding of Equal Opportunities.	✓	
First Aid Certificate	✓	
Experience with software packages		✓