

Job Summary for Deputy Manager

Job Title: Deputy Manager

Working hours: 40 hours per week

Job Description for Deputy Manager

Reports to: Nursery Manager/Senior Management.

Main Responsibilities

- To deliver and ensure a high standard of education, development and care for children aged 0-5 years.
- To ensure that the preschool is a safe environment for children staff and others
- To developing partnerships with parents/carers to increase involvement in their child's development.
- To deputise for the Nursery Manager
- To be responsible for any tasks delegated by the Manager
- To give support to other staff within the preschool nursery

Main activities:

- Overall management responsibility for the preschool nursery in the absence of the Manager
- Assist the Manager in providing effective day to day management of the preschool nursery
- To be responsible for the efficient day-to-day running of the preschool nursery and overall delivery of a high quality service
- To ensure that the preschool nursery provides a safe, caring, stimulating educational environment, both indoors and outdoors, at all times
- To ensure that the preschool nursery plans an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress
- To ensure the preschool nursery plans appropriately for children aged under 3 years
- To ensure the preschool nursery meets Ofsted requirements at all times

- In conjunction with the Manager, to manage, supervise and support the preschool nursery staff
- To work with other professionals in the local area for the benefit of children and families
- To ensure all staff understand and work to preschool nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
- In conjunction with the Manager to take responsibility for planning, which ensures each child is working towards the early learning outcomes
- To organise the key worker system
- To conduct staff appraisals as appropriate and to identify those staff training needs
- To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments
- To liaise closely with parents/carers, informing them about the Nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement with learning stories and preschool life.
- To work in partnership with senior management to update and review policies and procedures in line with Nursery development and self-evaluation
- To take responsibility for the completion of SEF forms and ensure they are kept up to date
- To keep operational action plans up to date and ensure that plans are carried out.
- To ensure that the preschool is a safe environment for children, staff and others; that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills are regularly practised.
- To undertake any other reasonable duties as directed, in accordance with the preschool aims and objectives

| Factors | Essential Criteria | Desirable Criteria |
|---------------------------------------|---|--|
| Education & Qualifications | <p>Minimum Level 3 qualification in Children and Young Peoples Workforce or equivalent.</p> <p>Paediatric First Aid</p> | Food Hygiene Certificate |
| Experience/ Knowledge | <p>A minimum of 2 years recent experience, working in a Preschool /Nursery setting, ideally already in a senior practitioner or room leader role.</p> <p>Excellent working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance.</p> <p>Knowledge and proven practical experience of implementing good quality learning opportunities.</p> | Ability to co-ordinate in a specific specialist area e.g. SENCO. |
| Skills & Attributes | <p>Empathy and understanding of children under five.</p> <p>Excellent verbal and communication skills with children and parents.</p> <p>Ability to write reports and keep clear and accurate records.</p> <p>Effective team leadership.</p> <p>Excellent organizational skills</p> <p>Administrative and basic IT skills</p> <p>Calm and caring nature</p> <p>Ability to work as part of a team</p> <p>Able to work on own initiative</p> | |
| Personal Qualities | <p>Reliable, enthusiastic, and flexible</p> <p>A commitment to quality in all areas, with a high level of motivation and enthusiasm</p> <p>Able to perform under stress</p> <p>A creative thinker</p> <p>A good sense of humour</p> | |