

## JOB DESCRIPTION

Job Title: Deputy Nursery Manager Maternity Cover (9 Months)

Responsible to: Nursery Manager

Posts Supervised: Senior Nursery Nurse/Nursery Nurses/Assistants/Trainees

Salary: Range: £27,386- £32,061 (FTE) dependent on experience and qualifications

Hours: 40 per week for 39 weeks of year (TTO)

## JOB PURPOSE

Under the direction of the Nursery Manager provide a high standard of childcare for children aged between birth - 5 years within a stimulating and friendly environment that is physically and emotionally secure. Children's welfare must be of paramount importance.

## KEY TASKS

* Maintain a high standard of professional conduct at all times, and a child centred approach to the care provided in accordance with national and Nursery policies/procedures, current legislation and the Early Years Foundation Stage Framework.
* Deputise for the Manager as required and be fully responsible for the day to day running of the nursery on these occasions to ensure the smooth running of the nursery.
* Supervise Senior Nursery Nurses, Nursery Nurses, Assistants and Students and carrying out performance monitoring/appraisals where appropriate. Effective delegation and communication and promoting positive attitudes regarding the nursery.
* Perform staff inductions and help new staff fit into the nursery.
* Liaise and independently deal with external organisations on issues, such as behaviour, Child Protection, Equal Opportunities and SEN. Attend CAF and TAC meetings and support staff in working in multi agency teams where appropriate.
* Work in Partnership with parents to encourage involvement in their children’s development.
* Open and close the Nursery as requested.
* Plan and implement a range of activities to ensure that the physical, intellectual, emotional and social needs of each child are properly met. Regularly monitor and evaluate the activities to suit each child's individual development needs.
* Support Nursery staff with the development and implementation of short term plans and provide the Nursery Manager with regular reports.
* Monitor the use of child development and assessment records in planning activities to meet individual children’s needs, and support staff in producing said records .
* Ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds and stages of development.
* Prepare materials and equipment at the start of each session and clearing away at the end. All toys, equipment rooms and play areas must be kept safe and hygienic at all times and as clean and tidy as is practicable. This will involve damp dusting, minor cleaning, sterilising and mopping up of spillage, etc.
* Ensure that toys and equipment are properly used, withdrawing immediately or rendering harmless any potentially dangerous items and arranging repair or proper disposal thereafter. Also reporting, immediately to superiors, any repair or maintenance work required to the fabric of the building.
* Ensure that the Manager is kept informed of the physical and emotional security of the children and that anything about a child that gives cause for concern is reported to the Manager immediately and acted upon accordingly.
* Comforting sick or injured children, having administered appropriate first aid, when appropriate.
* To be responsible for your own health, safety and welfare as well as the users of the Nursery in both normal and emergency situations in accordance with Nursery guidelines. Also being fully conversant with fire drills and other emergency procedures and taking responsibility for the children under your care.
* Supervising the children at meal times, and feeding as necessary having regard to health and hygiene in the preparation and handling of food.
* Act as a Key Person for a group of children maintaining accurate records as directed by Nursery Manager
* Attend to the physical needs of the children (aged birth to 5 years). Generally fostering their development, independence and self-reliance. Liaising with the children's parent/guardian(s) at all times to help to achieve this.
* Adopt a flexible and teamwork approach to work at all times including providing the necessary cover for other staff in emergency situations, etc, as directed by and within the limits of registration requirements. When necessary staying late with children ensuring that emergency arrangements are made for them to be reunited with their parent/guardian(s).
* Assist Manager in the maintenance of petty cash, files and records, such as the inventory, accident, medicine and visitors books, etc.
* To inform Manager on levels of supplies, whilst assisting to maintain budgetary levels and economical expenditure levels. Encourage staff to be economical with supplies.
* Update parents’ notice boards and displays to ensure information is current and relevant.
* Assist Manager in the co-ordination of events and staff meetings and attend training as and when required to meet needs of the nursery service and extend professional development.
* Assist the Nursery Manager by participating in arranging and attending regular parents’ evenings, publicity, open weekends and children’s outings and ensuring effective marketing.
* Report and liaise with Trustees
* To undertake any other reasonable duties as directed by the Nursery Manager, in accordance with the Nurseries business plan and objectives.

NB. This post is exempt from the rehabilitation of Offenders Act 1974, applicants must be prepared to disclose any convictions/cautions they may have and any orders which have been made against them

**Early applications are encouraged, and we reserve the right to close the vacancy if a suitable candidate is found.**