



## Job Description - Deputy Manager

### Purpose of Post

- To work under the direction of the Nursery Manager and/or Directors and deputise for them as and when required
- To support the aims and objectives of the Nursery and assist the Nursery Manager in the organisation of a high quality establishment for children from birth to eleven years
- To provide high standards of childcare and education - to include the monitoring and reviews 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
- To direct and support staff in support of the Nursery Manager and/or Directors

### Responsible to:

Nursery Manager / Directors

### Main Duties

- To promote the aims and objectives of the Nursery
- To promote the high standards of the Nursery at all times to both parents' staff and visitors
- To assist the Manager in showing parents around the Nursery facilities and sending out information in the absence of the Manager
- To ensure the provision of high standards of physical and emotional care
- To lead a team of professional workers and to ensure good practice at all times
- To assist the Manager in setting and implementing objectives and policy for the Nursery
- To share in the responsibility for safeguarding and promoting the welfare of all children in the Nursery
- To assist with the planning and organisation of staffing schedules. To ensure adequate staffing levels are maintained in accordance with Ofsted and Regulatory guidelines and Nursery procedures
- To assist with the development and implementation of systems to monitor and record child development
- 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 from differing cultures and religious backgrounds, and stages of development

- To ensure confidentiality of information received
- To assist with staff development and training including overseeing staff completing Level 3 qualifications, providing opportunities to learn within the setting
- To assist & support the Manager in the supervision of training of students in placement within the Nursery
- To coach staff within a specific company & Manager/Director focus linked to our business needs and in line with Ofsted requirements: example – the 3 i's or safeguarding
- Liaise 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, supported by the manager when required
- Assist the Manager and/or Directors with the efficient upkeep of the building and maintenance / stock of equipment, furnishing and fittings
- Maintaining staff awareness of fire drill in accordance with the code of practice
- To attend monthly staff / planning meetings and training sessions outside working hours
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Nursery Manager
- To deputise for the Manager and/or Directors in their absence across the rooms. Absences longer than a day will need some support linked to emails and phone calls. The Manager will discuss any office duties that may need attention before going on annual leave. There may be occasions where this cannot take place due to unplanned sickness
- To oversee the smooth running of specific base rooms and ensuring systems continue to run smoothly to support the room team and children's progress
- To support seniors in their roles to combat challenges & to support best practice in areas identified that need improvement
- To support seniors with time management to complete staff appraisals and reviews. (This is linked to rotas)
- To complete some staff appraisals & reviews as directed by the Manager and to support in any probationary appraisals when required in line with safer recruitment
- To liaise on a weekly basis with the Manager to discuss the Team, children, safeguarding, Tapestry and our plans to implement the business development plan across all rooms. This remains a fluid statement at this stage as the role may develop subject to need. Should this alter it will be discussed beforehand
- To work closely with the Manager with room audits/ environment audits
- To oversee the correct use of Tapestry, to track staff progress of observations feeding back to key persons and approving observations when required
- To play a key part, when required in transition meetings & settling reviews
- To support the Manager to deliver a quality of excellence for our children that is in line with Birth to five matters, EYFS and Ofsted