



ALL STAFF MUST

Keep up to date with current practices and legislation and advise the Directors for consideration.

Undertake any duties within your capabilities as instructed by the Directors.

Abide by the Company's Standard Conditions of Employment as laid out in your Rules and Standard Conditions of Employment, as supplied.

To be flexible with the working practices of the Nursery including undertaking domestic tasks, eg preparing food, cleaning equipment, etc. To attend all out of working hours activities, eg training, staff meetings, parents evenings, Open Days, Christmas party, etc.

It is the responsibility of the employee to identify their training and development needs, in line with nursery requirements. It is the responsibility of the Directors to approve training and development courses/sources and to make available resources for training and to support staff in their vocational training development.

To take exceptional care with your own personal hygiene and cleanliness of uniforms creating a good example to the children in our care.

REPORTING RESPONSIBILITY

Direct	Manager - ON SITE
In absence	Manager - OFF SITE
<i>Ultimately:</i>	Stewart Hindmarsh - MANAGING DIRECTOR

Job Description Deputy Nursery Manager

Purpose of Position

To work under the direction of the Directors/Lead Practitioner Education/Managers supporting the aims and objectives of the Nursery and to ensure we provide outstanding care at all times displaying your enjoyment of being with children.

To provide the highest standards of child care and education, which includes the constant monitoring and review of provision and staff, with the ability to set appropriate limits for children.

To provide a child centred approach which is stimulating, safe and caring so that all children can develop emotionally and socially through individual and group activities.

To be supportive of staff, setting a good example in all that is done.

Demonstrate and ensure good practice and compliance with the EYFS Framework, encourage and model appropriate behaviour and expectations.

To work closely with /Lead Practitioner Education/Managers to ensure that best practice is shared and developed across both nurseries by ensuring the maintenance and review of accurate and effective children's records

Our company is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Key Responsibilities

To promote the nurseries at every opportunity and to showcase the nursery during an Ofsted inspection to maintain Outstanding status.

To support all staff as agreed by the Lead Practitioner Education/Managers particularly in cascading your enthusiasm, experience and knowledge to all other colleagues.

To focus on excellence of communication physical and on-line in all areas and at all levels ensuring that the internal and external customer markets are fully satisfied.

To assist in handling enquiries, arranging appointments to view and following up on enquiries received.

To respect and understand the confidentiality of information received at all times and not to take any child/parent/carer details off the premises without approval from the Directors.

To support your line Management in achieving the agreed goals of the company to deliver Outstanding childcare every day.

Key Duties and Accountability

Business

All records should be maintained on the nursery's software programme, Nursery in a Box (NIAB), so that any senior member of staff can access real time information.

- 1 To work with the Managers to maximise the nursery population by securing registrations from parents/carers for their current and future childcare needs by every method of contact, including showing them round the Nurseries.
- 2 To assist in the production of accurate and timely reports on future populations and maintain accurate records on NIAB including child and staff attendance, sickness, training, allergies, food preferences and to supply these as required.
- 3 To assist in planning and organisation of staff schedules and to ensure appropriate and cost efficient staffing levels are maintained at all times in accordance with Ofsted Standards. Whenever possible due to child illness/absence to release staff for E-training or other necessary planned activities such as completing required paperwork, risk assessments, learning journeys etc.
- 4 To assist in planning the efficient use of down-time and to monitor and maintain toll time records. Manage these so that staff are given fair treatment and to deploy yourself into ratios when required so staff can attend meetings eg SENCO, parents, lunch times etc.
- 5 To ensure the highest standards of safety, hygiene and cleanliness are maintained indoors and outdoors by the creation and implementation of relevant risk assessments.
- 6 To assist in the production reports as requested and to use the pending file action system checking on a daily basis so that others can follow your lead, including using the nursery's Reporting Calendar to ensure timely completion of daily/weekly/monthly tasks.
- 7 To liaise with outside agencies and the wider community as and when required under the supervision of managers.
- 8 To assist with relevant senior staff, the induction of new staff, trainees, students, work experience and volunteers and to lead on their personal development and training.
- 9 To process applications for childcare efficiently securing full details on registration form then arranging suitable show rounds and induction sessions and to monitor these.
- 10 To ensure that a key worker is appointed for every child that attends
- 11 To secure best value when purchasing materials, books, etc by gaining competitive quotations for comparative quality before proceeding with purchase. All purchases must be initiated by the creation of an official purchase order authorised by a manager.
- 12 Responsible for staff reading, completing and signing daily paperwork as instructed such as food and refrigeration temperatures, cleaning rotas, etc.

Childcare, Education and Facilities

- 13 Through the implementation of the EYFS, with up to date and accurate learning journey plans, maintain a comprehensive programme of activities and equipment which relates to the individual needs of each child.
- 14 Through the implementation of the EYFS, help children learn to respect people of different race, ability, gender, religion or culture.
- 15 To assist the Managers with the systems and procedures of child development files and learning journeys and ensure children's information/details are kept up to date/accurate.
- 16 Through the Nursery's Key Worker system liaise with parents/carers, to encourage them to participate in their child's learning and development ensuring that the particular needs of children are met and that parental choice is considered in terms of care given.
- 17 To make all staff aware of the Nurseries policies and procedures including those on Child Protection, Health and Safety and Special Educational Needs, Code of Practice, always dealing honestly with self and others.
- 18 To protect the health, safety and welfare of all children at all times and be competent with first aid procedures, fire alarm system, any emergency actions and all emergency escape routes and follow up actions. Ensure practice evacuations are carried out and recorded and that monthly checks are made and recorded on extinguishers.
- 19 To assist the Managers to develop children's outdoor learning and enrichment activities making full use of the grounds and gardens.

General Management

- 20 To co-manage Open Days, coffee mornings, children's outings to the park, wildlife, farm, and special and specific fundraising events for charities, preparing material for Facebook/website etc displaying children's work, showcasing other enrichment programmes as agreed.
- 21 To co-manage birthdays, Christmas presents and parties, Nativity and carol services, Easter eggs and annual professional photography.
- 22 To manage staff to ensure pets are well kept in and provision made during nursery holidays/festive closures for their care.
- 23 To assist with the safe opening and closing and locking up of grounds and storage sheds as shifts demand.
- 24 To assist the managers and staff with the efficient upkeep of the building decor and relevant maintenance/stock of equipment, furnishings, consumables and fittings.