

JOB DESCRIPTION

JOB TITLE:	Deputy Manager
BASED:	Big Bear Nursery
DIRECT REPORT:	Nursery Manager
HOURS OF WORK:	37.5 hours per week Monday – Friday
SALARY:	£11.00 per hour – Term Time Only (39 weeks of the year) Gross pay £16,087.50 + holiday pay

Qualifications: Minimum of Level 3 qualification in Early Years Childcare or equivalent. At least two years' experience of working in an Early Years setting with children aged 2 - 4 years. Good knowledge of the EYFS is essential. Paediatric first aid is desirable.

MAIN DUTIES:

To lead the session ensuring its smooth running with support from the Nursery Manager.

To liaise with the Manager with regard to any staff problems or the day to day running of the setting.

To complete termly reports and co-hort tracking in line with the planning and assessment policy.

To ensure all 2 year checks are completed and delivered to parents prior to the child's 3rd birthday.

To ensure that ratio guidelines set out within the statutory framework are being adhered to at all times.

To advise the manager of any concerns with regard to children, parents, staff or the setting environment

To ensure the provision has a high quality environment to meet the needs of all children attending the setting whilst working closely with the other senior members of the team.

To support all staff and engage in a good staff team.

To undertake monthly gap meetings with the key workers to ensure there are no gaps in the observations and report findings to the manager.

To order stationary and/or other resource as required.



To observe all staff on a monthly basis and feedback findings to the manager to form part of the staff supervisions.

To monitor and support all staff in being able to fulfil their job role.

To be a Key worker responsible for developing strong partnerships with children aged between 1-11 years and their families.

To ensure purposeful play and planning for children incorporating each individual child's stage of development, through close supervision of both key workers and senior members of staff.

To attend and participate in weekly meetings with the manager.

To lead small groups of children at carpet time.

To keep records of your key children's development and learning journeys and share with parents, carers.

To be enthusiastic and interactive with children at all times in the setting

To liaise with partner organisations as required.

To undertake courses to enhance continued professional development (including up to date safeguarding).

To undertake designated duties as assigned by the Nursery Manager

To ensure the provision has a high quality environment to meet the needs of individual children having an awareness of any disabilities, family cultures and medical histories.

To advise Manager of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary.

To be involved in out of working hours activities, e.g. training, monthly staff meetings, summer fayre etc.

To serve snack and lunch to the children following dietary requirements and up to date legislation.

To follow all policies and procedures relevant to your role and the safe running of the setting.

To ensure adherence to nursery's code of practice on confidentiality.

To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.

To support nursery assistants, students and volunteers.

To ensure good standards of safety, hygiene and cleanliness are maintained at all times.

To carry out ad hoc duties as arranged by the Nursery Manager.

To be responsible for high standards of care and education of children aged 1-11 years in accordance with the statutory requirements.

To lead and model good practice to ensure high levels of practice from all practitioners.

To support both the senior practitioner and the Early Years lead in being able to fulfil their job requirements.

Factor	Essential (E) /
Qualifications	Desirable (D)
Level 3 in Early Years/Children & Young Peoples Workforce, or similar equivalent qualification with evidence of continuous professional development	E
Willingness to undertake First Aid and Food Hygiene certificates if not already attained	E
Experience	
Experience of working in partnership with a variety of children's services /family support organisations	D
Minimum of three years nursery practitioner experience, working with children aged 1 to 5 years	E
Experience of working with disadvantaged families	D
Experience of implementation of the EYFS	E
Experience of working in partnership with parents	D
Experience of writing detailed long and short observations	D
Experience of managing accurate registers	D

Knowledge	
Sound knowledge of the Early Years framework up to and including the foundation stage.	E
Sound knowledge of Ofsted requirements of settings	E
Sound knowledge of the Characteristics of effective learning	E
Understanding the needs of children and families, including social and emotional needs	E
Knowledge of child development 1-5 years	D
Good understanding of safeguarding children procedures	D
Good understanding of health & safety including hygiene practices	D
Skills and Abilities	
Ability to manage and prioritise own workload	D
Ability to devise individualized planning for all key children	E
Interpersonal skills to build relationships and network with a wide range of individuals and groups including challenging customers (supported by Manager)	E
Ability to act on own initiative appropriately	E
Excellent communication skills	D
Good presentation skills	D

Personal Attributes	
Punctual and reliable	E
Confident	D
Creativity	E
Flexible in approach	E
Sound customer care skills including cultural and disability awareness	D
Team Player	E
Motivation	
Passionate about the value of early education and nurseries	E
Commitment to HLC aims and objectives	D
Motivated to develop own practice and support others to do so	E

Closing Date: 25th May 2018

Our ref: HLC124