

JOB DESCRIPTION

Post: Deputy Nursery Manager

Scale: Grade 7

Main job purpose

To assist the Nursery Manager with the development and delivery of the nursery team and assume full responsibility for the day-to-day management of the day care provision in the Manager's absence.

Main responsibilities and duties

- To plan the curriculum to maximise the development of each child.
- To prepare activities and organise resources for each session.
- To be involved in the development of other staff, including training, assessment, monitoring and supervision.
- To lead the team in offering high quality day care provision, and attend meetings as appropriate
- To plan and deliver a curriculum, which leads towards the meeting of agreed objectives and targets.
- Keep records as appropriate.
- Be responsible for the care, presentation, display, safety, organisation and appearance of the facilities and equipment.
- Be committed to the principles of equality of opportunity for all.
- Read, discuss, understand and implement all policies.
- Encourage parental involvement and maintain confidentiality.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Supervision & management

The post holder will be accountable for the direct management, leadership and direction of a team or number of staff and will be required to support the induction and training of Childcare Assistants.

Problem solving and creativity

- The effective and efficient deployment and use of all staff and resources to ensure the provision of high quality day care facilities.
- Develop team improvement plans as necessary.
- Develop and implement a marketing plan for the full range of childcare services.
- On a daily basis, within prescribed guidelines, develop a range of strategies to engage individuals and groups of children, often with differing requirements.

- Use a variety of interpersonal techniques to establish supportive relationships with staff, pupils, parents and carers.
- A creative approach to management and supervisory duties, training and in supporting staff is required.

Key contacts & relationships

- Contact with parents and staff regarding children's' needs, progress and development including contact with outside agencies in the overall support to individual children's development and care and in the development of an inclusive learning agenda for schools.
- Regular attendance at management meetings to review progress and to contribute to the development of strategies to ensure the effective and efficient provision of childcare.

Decision making

- The development and review of strategies, policies, guidelines and rules and to decide on when and how to apply a range of strategies for the benefit of children in relation to their education activities, behaviour and care. These decisions often have to be made immediately to deal with the situation presented.
- There will often be the need to make immediate decisions in relation to the immediate care, control and safety of children.
- Decisions are made on the day to day deployment of staff and resources.

Resources

- Books, stationery, writing equipment.
- ICT & AVA equipment.

Working environment

- Regular periods of the working day will be spent standing, with periods of crouching/ bending to engage children in activities.
- There are physical risks associated with intervention in incidents of challenging behaviour, including aggression, which are encountered with children.

Knowledge & Skills

- To hold a Level 3 qualification in Childcare.
- To hold an Early Years qualification (such as NNEB in Nursery Nursing, or equivalent)
- To be committed to undertaking further training or development as required.
- Have a detailed understanding of child development and substantial practical experience of working with children in an early years setting.
- Be able to act under own initiative and to make decisions.

- To have the ability to establish good relationships with children, parents and other staff, communicating clearly and sensitively.
- To relate well to children and adults and work co-operatively with the staff team and with parents to share knowledge and expertise for the benefit of the children.
- To be aware of the need for confidentiality.
- Be aware of the management systems in place for the provision of day care and have the ability to liaise effectively with the Headteacher of the school and / or the Management Committee.

Other duties

- To have due regard for safeguarding and to follow child protection policies and procedures adopted by Sherborne Area Schools' Trust.
- Understand the importance of inclusion, equality and diversity and to promote equal opportunities for all.
- Uphold and promote the values and ethos of the academy.
- Take a proactive approach to health and safety to minimise and mitigate potential hazards and actively contribute to the security of the school.
- Participate in workplace learning and development opportunities and work to continually improve own and team performance.

PLEASE NOTE that this is for guidance only. Post holders are expected to be flexible and may be required to operate in different areas of work/carry out different duties as may be reasonably assigned by the Nursery Manager/Head of School.