

Job Description

Job Details:

Job Title: Deputy Manager
Reports to: Nursery Manager

Job Purpose:

The role of the Deputy Manager is to partner with the Nursery Manager to provide professional leadership and management of the nursery. To effectively manage the day to day running of the nursery and to deliver the highest standards of care and education.

To take on the role of Nursery Manager in their absence.

To meet the requirements of the EYFS and Statutory Framework at all times.

Summary of Responsibilities

Childcare and Education

- Promote high standards of quality within the nursery in respect of the environment, resources and experiences offered to children.
- Ensure that all children attending the nursery receive rich and stimulating experiences appropriate to their age and stage of development.
- Ensure that practice and provision in the nursery meets the requirements of the Early Years Foundation Stage.
- Ensure that children are kept safe and that staff understand and, when necessary, follow Safeguarding Procedures.
- Promote and facilitate partnerships with parents/carers and other family members.
- Support the development of good practice with regards to special educational needs and inclusion.
- Establish, develop and maintain highly professional working relationships with relevant Local Authority Departments, regulatory bodies and other agencies.
- Create and maintain a culture of self evaluation and reflective practise throughout the nursery.

Health and Safety

- Manage the day-to-day operation in order to ensure the health and safety of the children, their parents and carers, the team and any visitors to the nursery.
- Adhere to all health and safety policies and procedures.
- Be fully aware of, and take the lead on all emergency and security procedures.
- Be responsible for ensuring the nursery remains compliant in respect of suitably trained staff with relevant first aid qualifications.
- Be responsible for ensuring that all staff receive Health and Safety training.

Finance

- Manage staff costs effectively
- Maintain accurate records and accounts for the nursery and produce management information as required.
- Control costs in line with agreed budgets.

Operational

- Support the Nursery Manager to facilitate inspections by regulatory bodies and implement any

recommendations.

- Deliver high occupancy levels
- Ensure accurate reporting in respect of occupancy, quality and standards.

Leadership

- Recruit, induct, support, train and manage all staff to ensure delivery of high quality childcare practice.
- Identify training needs; and ensure staff are equipped with the relevant skills and experience to carry out their role effectively.
- Support the Manager with formal Human Resources procedures such as disciplinary, grievance, investigations, flexible working etc.
- Monitor and effectively manage staff absence levels, in line with Company Procedures.
- Develop open and positive working relationships with staff.

Marketing & Customer Service

- Proactively represent the Company and advance its interests in the local community.
- Promote the nursery to current parents and potential customers.
- Ensure that all staff develop and maintain friendly and professional relationships with parents and carers.
- Be responsible for ensuring that all complaints and concerns are actively resolved in a timely manner in line with Company Procedure.
- Support the Manager to deliver on the nursery marketing strategy.

General

- Responsible for all administrative duties associated with the nursery, such as maintaining children's records, ordering equipment, maintaining inventories and keeping personnel records.
- Adhere to all Company policies and procedures.
- Undertake any other duties as reasonably requested.
- To meet deadlines as set by the Company.

Selection Criteria

Knowledge, Skills & Experience

- Minimum of 2 Years Experience in the Childcare Sector, ideally within a Management role.
- Minimum Level 3 professional childcare qualification is required.
- Experience of working with children between the ages of 3 months – 5 years.
- Trained as a Designated Safeguarding Lead (will be provided).
- Up to date knowledge of Child Protection Procedures.
- A detailed understanding of the EYFS, Statutory Framework and Health and Safety Regulations.
- Demonstrable skill in leadership of others
- Demonstrable knowledge and understanding of supporting children with special educational needs
- In line with the Statutory Framework, all staff must have sufficient understanding and use of English to ensure the well-being of children.

Person Specification

- Excellent leadership skills with the proven ability to lead, engage and develop people
- Advanced communication skills are essential, both verbal and written.
- Strong organisational are essential, along with the ability to manage own workload with limited supervision
- Interpersonal skills are essential, with the ability to build effective relationships with staff and parents
- Ability to cope with change in a fast paced environment
- Ability to work under pressure and with ever changing priorities



The duties and responsibilities in this job description are not exhaustive or restrictive, changes and other duties relevant to this post may be added. This job description may be reviewed in the future.