

Job Description

Job Title: Deputy Nursery Manager

Hours of work: On a rota basis between 7.30 am – 6pm.

Responsible to: Nursery Manger

Job Purpose:

- To assist the Manager in the management of the nursery.
- To ensure a high standard of physical, emotional, social and intellectual care is provided for children placed in the nursery
- To lead and support staff in the nursery.
- To implement the daily routine within the nursery.

Main duties:

- To deputise, taking responsibility for children, staff and the setting in the absence of the Manager.
- To assist the Manager in providing effective day to day management of the Nursery.
- To assist in ensuring that all policies and procedures are implemented and that the nursery adheres to the requirements of the Early Years Foundation Stage (EYFS) framework.
- To oversee and take an active role in drawing up long term, medium term and short term plans for children, using the Early Years Foundation Stage framework.
- Organise and monitor the key person system, ensuring observations and records kept on the children are informative, accurate and up-to-date.
- To be a key person to a group of children, planning and implement a programme of activities suitable to their development using the Early Years Foundation Stage framework.
- Observe, evaluate and record children's developmental progress and plan the next steps for their learning, and keep a record on your key children's development for parents.
- Work with other relevant professionals including the Local Authority Early Years support teams.
- Liaise with and support parents and other family members encouraging their involvement. Offering support and advice, signposting where necessary
- Recognise all children as individuals, ensuring their needs are recognised and met.

- Liaise with the nursery SENCO and ensure children with additional needs are supported effectively and their IEP's are met.
- To have an awareness, understanding and commitment to diversity and equality issues
- Act immediately and appropriately to any Child Protection concerns, following the procedure in the Safeguarding Children Policy.
- Lead and support staff, developing and maintaining a good team moral.
- To be flexible, responsible and caring at all times, providing a positive role model for other staff members.
- To assist in ensuring that staff are deployed effectively within the premises ensuring that adequate qualified staff are in place at all times to meet registration requirements.
- To ensure that the environment and equipment is safe, standards of hygiene are high, and daily checks are completed reporting any issues to the Manager, and taking any necessary action required.
- Ensuring confidentiality is maintained by all members of the team.
- To assist with the induction of new staff, volunteers and students.
- To supervise and support the training of apprentices and students on ensuring they are supervised at all times.
- To carry out staff supervisions and appraisals under the guidance of the manager.
- Assist with working towards achieving approved Quality Assurance Awards.
- Assist in the review of policies and procedures on a regular basis
- Complete regular stock checks, informing Nursery Manager of low stock levels
- To assist the Manager in managing a budget, invoicing and collecting payments.
- Attend identified training
- Attend and contribute to team meetings
- Take an active role in nursery projects, special events and information sharing meetings with parents/carers.
- Be flexible with the working practices of the nursery and be prepared to help when other areas of the nursery may be short staffed or with domestic duties.
- Any other duties, which may be reasonably required of you, as identified by the Nursery Manager.

- Support the manager with Parenta ensuring it is up to date and accurate at all times.
- To be responsible for promoting and safeguarding the welfare of children and young persons they are responsible for or come into contact with.

Promoting the Company

All Employees within Alpha Nurseries are expected to promote the company and its ethos whenever possible, the company will attend a number of events throughout the year and as part of your role you are expected to help out at these events, we would expect 12 hrs. per year minimum on a voluntary basis to support the promotion of the company. This could be in the evenings and at weekends. These hours are in addition to any you may do during normal office hours.

The Company is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

You are entrusted with confidential and sometimes sensitive information about Cephass Care Ltd, and the people who live and work there; we hope that you will always remember this and respect the trust we place in you.

This job description represents the broad framework of responsibilities and duties of the post, which may change as the services develops. Following discussion and agreement with the post holder it may therefore be amended as necessary.