

Watcombe Childrens Centre Nursery

Job Description

Post Title:	Deputy Nursery Manager
Salary:	As Advertised
Accountable to:	Nursery Manager

Key Purpose of Job

To help manage Watcombe Children's Centre Nursery, full day care provision and take a key role in ensuring that the provision operates in line with the Early Years Foundation stage. The Nursery will have a particular focus on children aged 0-8 years and their families, supporting parents wishing to return to training or employment. They will work in close liaison with other statutory and voluntary agencies.

Key Duties

Detailed below are the principle tasks and activities associated with your role. Please ensure you have read and understood them as they form part of your overall Contract of Employment with the nursery. Activities and tasks are carried out on a daily, weekly or as required basis. Nursery management will be responsible for working with you to establish, maintain and monitor that the activities and tasks are being performed to the nursery standards.

Your role will be appraised on a regular basis during which your performance will be reviewed and assessed in accordance with personal and nursery aims and objectives. Please ensure you are very familiar with the checklist below as this details the key activities and responsibilities by which the nursery will gauge your performance. If you are in any doubt about the role or would like to obtain further guidance, mentoring or training then the nursery is only too happy to assist.

- To be responsible for the Nursery in the absence of the Nursery Manager
- To assist in the responsibility for the work of all staff providing day care.
- To manage staff deployment and training
- To take an active role in maintaining the planning and appropriate provision to meet the individual needs of all the children. This will include observing and monitoring the children's progress and involving parents in this process.
- To work closely with the Children's Centre Nursery team, parents and other local existing services to ensure the development of a safe, stimulating and caring environment which promotes appropriate play opportunities.
- To work as part of a team in planning and developing new initiatives within Watcombe Children's Centre Nursery.
- To encourage parents to access quality play resources and services to develop their child's play and become partners in their children's learning
- To ensure the team work together to develop a strategy for effective provision that is fully inclusive.
- To ensure that the principles for early years practice as outlined in the Revised Early Years Foundation Stage are implemented throughout the setting, in partnership with all the team. To take an active role in working with children and parents within the settings.
- To participate in developing, reviewing and ensuring the implementation of all Nursery policies and procedures for Watcombe Children's Centre Nursery, alongside the other team members

- To undertake training as part of continual professional development and offer training to local community settings and other professionals. To undertake a leading role in relation to training staff and the organizing and development of projects for the nursery.
- To undertake regular supervision of the day care staff.
- Effectively communicate and engage with young children and their families
- Be aware of child development (Revised Early Years Foundation Stage)
- Safeguard and promote the welfare of the children
- To ensure the team work together to develop a strategy for effective provision that is fully inclusive.
- Support a child's transition
- To have an understanding of childrens development and their needs
- Work with multi- agencies and integrate work with others
- To help update and review the self evaluation, data and develop action plans
- To ensure that high quality childcare is provided at all times by nursery employees, ensuring the safety, security and well-being of all children registered with the nursery.
- To promote an effective team environment and to promote best practice.
- To promote continual personal development and learning amongst employees.
- Overall to manage the room by example to others and thereby promote respect for the role. Your staff will learn and perform by how you perform your own role on a day to day basis.
- Ensure you are familiar with all key policies and procedures and that your staff are kept up to date.
- Maintain appropriate staffing levels at all times, ensuring that compliance with regulations relating to minimum staffing levels is adhered to. In relation to sickness and absence ensure you have adequate cover, that everyone is informed and alternative staff arranged
- To ensure that when leaving the room for other activities or purposes, including management assigned tasks, that staff are aware of where you are going and the duration. When leaving the room to ensure that it will not compromise the existing staff or impose undue pressure on their abilities to perform the childcare.
- To ensure that supervisions / appraisals are carried out on a regular basis to assist staff with their development.
- To ensure that conversations or actions that take place amongst your staff that could be relevant to disciplinary action needing to be taken by the nursery or incidents that are significant (positive and negative), are recorded and kept confidential and secure.
- To ensure that the appropriate recognition is given to staff who perform well or carry out their duties over and above what is expected.
- Carry out on-the-job training and coaching for employees.
- To help ensure the effective recruitment and induction training and monitor the progress of new employees during the probation period.
- Actively encourage the continual development of best practice.
- Proactively contribute to effective team working and foster open and honest communication amongst all employees within the business.
- Commit to on-going personal learning and development and attend on and off-the-job training as appropriate.
- Work in partnership with early years professionals, for example Health Visitors, SEN and Child Protection services.
- Within reason to comply with requests to work outside normal hours, for example to cover if staff unexpectedly have to leave the room, are called away or on staff training or sickness etc.
- To attend senior staff meetings and staff meetings.
- To ensure your staff adhere to the nursery policies regarding personal health, hygiene, dress code, punctuality, sickness and absence, tattoos, piercings and general grooming.

- To ensure staff issues and complaints are dealt with promptly and accurately. Ensure management are informed and consulted where relevant.
- Manage room and staff meetings and ensure minutes are taken and copies given to management.
- Ensuring staff training and induction is maintained.
- Ensuring all room jobs are performed in line with the demands for the beginning and end of the day.
- Have an awareness of the OFSTED inspection process
- To be a responsible key holder
- To undertake any other duties appropriate to the grade of the post as requested by the Manager and Directors.

Room and Premises Responsibilities

- To ensure that risk assessments for your room and other areas for which you are responsible are carried out in accordance with nursery policies and at the correct time and frequency.
- To ensure the rooms are kept tidy and organised to allow for the efficient use of time and to maintain the high-quality standards that we have set as our on-going objective.
- To ensure that resources for the room are age appropriate.
- To work as part of a team in planning and developing new initiatives within Watcombe Children's Centre Nursery.
- To ensure resources, toys and equipment are organised, stored correctly, cleaned regularly and any breakages reported to the office.
- To clean obvious marks or spillages (doors, floors, walls etc.) as soon as they happen, within reason.
- To ensure any signs, pictures or displays that are fixed to the wall are tidy, appropriate and in keeping with nursery standards.
- To make sure rooms, toilets and corridors are left tidy and cleared away at the end of the day to include children's clothes and shoes, resources, cups, plates, utensils, food, drink etc.
- To ensure when using messy play items especially paint, cornflower etc., that any mess is cleaned up immediately after the activity.
- Room and garden risk assessments are carried out as required.
- Displays changed regularly and in line with themes and seasons.
- Ensure everything in the room that needs to be is appropriately labelled.
- Answer the phone or entry phone / door release system as appropriate.

Budgetary Responsibilities

- To undertake financial responsibilities as delegated by the CIC Committee.
- To collect and record payments made by parents

Line Management Responsibilities

- To be responsible for the line management of the Nursery Nurses, and Seniors, providing full day care, in Watcombe Children's Centre.
- To help ensure the effective recruitment and induction of new staff with their appropriate skills, qualifications, experience and qualities
- To identify development and training needs of the team members

Health and Safety Responsibilities

- To have the active role in the updating of, and ensuring the implementation of, all health and safety policies.
- Help Maintain the safety and security of all children, employees and visitors to the Nursery
- Understand and abide by the Health and Safety at Work Act 1974.
- Help carry out regular assessments to ensure all Nursery Health and Safety procedures are adhered to.
- Ensure Accident and Incident logs are maintained correctly.
- Ensure child registers are kept correctly.

Key Working Relationships

- External – other relevant colleagues within Health, Social Services and the Local Authority.
- Internal – other Watcombe Primary School & Children's Centre staff.

Other Duties

- To undertake additional duties as directed by the Directors or Manager, commensurate with the level of the job.

Other Information

- a) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- b) The Nursery operates a Smoke-Free Policy and the post-holder is prohibited from smoking on site. Staff will not be released for a break that is specifically for smoking.
- c) The post-holder is expected to familiarise themselves with and adhere to all relevant Watcombe Children's Centre Nursery Policies and Procedures.
- d) The post-holder must comply with all Health and Safety requirements.
- e) This post is based at Watcombe Children's Centre but staff may be asked to work at other sites.

29/10/2018

Deputy Nursery Manager Person Specification

Essential / Desirable

Skills and Effectiveness:

- Ability to work and lead a team on own initiative.
- To work collaboratively with other members of the team.
- The ability to motivate and inspire others.
- Be a positive role model and support for staff.
- Ability to demonstrate self-motivation and drive to achieve goals for the nursery.
- Effective communication and literacy skills.
- Ability to work towards Children Centre targets and policies.
- Develop empathetic and professional relationships with parents and carers.
- Awareness of equal opportunities issues.
- Ability to maintain confidentiality.
- Ability to promote good early years experience for young children.
- Exposure to management skills such as staff mentoring and guidance, meeting deadlines, efficiently organized
- Ability to form and maintain appropriate relationships and personal boundaries with children
- Emotional resilience in working with challenging behaviours
- Good organisational skills
- Able to work under pressure
- Able to demonstrate reliability and initiative
- A professional attitude and manner
- Being comfortable with writing reports, observations and daily feedback sheets.
- An enthusiastic approach to work
- Flexibility to cope with the changing needs of the nursery.
- The ability to work as part of a team, developing positive relationships with parents, children, colleagues and outside agencies.
- A willingness to adhere to the nursery code of conduct
- Effective IT skills.
- Effective presentation skills.

Experience / Job Knowledge:

- At least four years working within and early year setting.
- At least two years working in a senior position within a day-care setting (supervisor, deputy, manager etc.).
- A clear understanding of the Revised Early Years Foundation Stage
- Knowledge of either Children's Centre's or Sure Start and its aims and objectives.
- Experience of working as part of a multi-agency team.
- Knowledge of effective strategies to develop learning opportunities through play.
- A clear understanding of child protection procedures and health and safety issues.
- A willing to self-improve and develop childcare skills.

- An appreciation of customer care skills when dealing with parents
- Be a role model for your colleagues.
- Have a positive attitude towards others and your work
- Treat others how you would like to be treated yourself.
- Be sensitive about what you say in front of the children
- Recent working experience in a range of settings dealing with the development of young children. (Desirable)
- Work with the families of 0-8 year olds. (Desirable)
- Experience of working with children from minority groups and SEN. (Desirable)

Qualifications/Professional Memberships:

- NNEB, BTEC and/or NVQ3 in childcare or above, equivalent full and relevant.
- Current First Aid Certificate. (Desirable)
- Management Qualification. (Desirable)
- Early Years Professional Status (Desirable)
- Early Years Teacher/ Status (Desirable)
- Foundation Degree (Desirable)
- Advanced Child protection (Desirable)