



Clevelands Preparatory School

Job Description and Person Specification

Job Description

Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

Post title:

Deputy Nursery Manager

Hours of work:

Full Time, Permanent, 7:30 am to 6:00 pm, All Year Round

Remuneration:

Based on experience

Responsible to:

Head

Start Date:

Immediate Start Available

Main Responsibilities:

The role of the Deputy Nursery Manager is to support the Nursery Manager to effectively manage the day- to day running of the nursery and to deliver the highest standards of care and education.

You will hold a full and relevant qualification in Early Years at Level 3 or above, understand and ensure the requirements of the EYFS and Ofsted are met and have experience working in a busy nursery setting in a management position

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 needs and inclusion
- 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.

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| | <ul style="list-style-type: none"> • Be fully aware of all emergency and security procedures. • Conduct Daily Risk Assessments <p>Operational</p> <ul style="list-style-type: none"> • Create staff rotas to ensure all rooms are in ratio • Ensure the nursery is prepared for Quality Assurance and Ofsted inspections. • To operate within an assigned budget <p>Staff</p> <ul style="list-style-type: none"> • Induct, support, train and appraise all staff to ensure delivery of high-quality childcare practice • Identify training needs; develop training plans and evaluate training undertaken by staff. • Develop open and positive working relationships with staff. • Ensure that all staff develop and maintain friendly and professional relationships with parents and carers <p>General</p> <ul style="list-style-type: none"> • Responsible for all administrative duties associated with the nursery, such as maintaining children's records • Adhere to all Company policies and procedures • Ensure that the Company's policies on diversity and equal opportunities are adhered to • Undertake any other duties as reasonably requested by line management. <p>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.</p> |
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Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

| | Essential | Desirable | Method of assessment |
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| Qualifications: | <ul style="list-style-type: none"> • Minimum Level 3 or above qualification in Children and Young Peoples Workforce or equivalent. | <ul style="list-style-type: none"> • GCSE's in Maths and English A*-C • First aid training (preferably Paediatric) | Production of the Applicant's certificates |
| Experience: | <ul style="list-style-type: none"> • Two or more years relevant experience • Food Hygiene Certificate • Paediatric First Aid • Excellent working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance. | <ul style="list-style-type: none"> • Substantial and relevant experience in a promoted post in the field of early learning & childcare • Liaison with parents & multi-agency teams | Contents of the Application Form Interview Professional references |

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| | <ul style="list-style-type: none"> • Knowledge and proven practical experience of implementing good quality learning opportunities. | <ul style="list-style-type: none"> • Previous experience in a managerial role within an early years setting | |
| Skills: | <ul style="list-style-type: none"> • Excellent communication skills • Excellent presentation skills • Good working knowledge of ICT • Extensive knowledge of Curriculum for Excellence • Ability to manage physical resources • Ability to lead/work in a team • Ability to form & develop professional relationships within a range of contexts | | <p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p> |
| Knowledge: | <ul style="list-style-type: none"> • Knowledge of the EYFS • Understanding of how children develop and learn, and the ability to apply this • Knowledge of local & national policies • Extensive knowledge of child development | <ul style="list-style-type: none"> • Evidence of good management skills e.g. ability to make decisions, organise, plan, inspire, motivate, support, direct and develop others | <p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p> |
| Personal competencies and qualities: | <ul style="list-style-type: none"> • Demonstrates leadership • Supportive, caring, enthusiastic and motivated • Committed to partnership working • High level of interpersonal skills | <ul style="list-style-type: none"> • Evidence of good management skills e.g. ability to make decisions, organise & plan • Ability to work flexibly | <p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p> |