

DEPUTY MANAGER

JOB DESCRIPTION – THE WHITE HOUSE NURSERY
REPORTS TO: NURSERY MANAGER AND DIRECTORS
WORKING HOURS: 32/40 HOURS PER WEEK
LAST UPDATED: AUGUST 2023



JOB PURPOSE

The Deputy Nursery Manager will be expected to provide high-quality, flexible childcare for families using the Nursery. Additionally, they will oversee the operation of the day nursery to the highest standards, ensuring that the best possible environment and care are provided for young children. This Deputy role requires attending all appropriate team meetings in and out of work hours to meet the needs of the nursery, as well as working extra hours at short notice due to the nursery's requirements.

KEY RESPONSIBILITIES

1. Leadership and Childcare Excellence

- Drive and deliver the highest standards of care throughout the nursery as detailed in the childcare audit and OFSTED inspections.
- Ensure a commitment to the Company's Core Values is maintained throughout the nursery in all work undertaken.
- Assist the Nursery Manager in ensuring that each child in the nursery has up-to-date records of their day-to-day activities and development through learning journeys.
- Ensure that all staff develop positive relationships with parents/carers by setting an example as a role model.
- Assist the Nursery Manager in ensuring that all children are adequately supervised during play (indoors and outdoors) and at mealtimes.

2. Early Years Foundation Stage (EYFS) Framework

- Ensure the EYFS framework is delivered and met at all times.
- Assist the Nursery Manager in leading the team in planning and developing an inspiring and creative environment.
- Demonstrate a commitment to understanding how children develop.

3. Day-to-Day Management

- Be responsible for overseeing the day-to-day management, staffing, organization, and smooth running of the Nursery in the absence of the Managers and/or directors.
- Support and develop the ethos for under-fives, creating a welcoming and family-friendly environment, and assisting staff with environmental audits, peer observations, and the implementation of Ecam & Ecat.
- Be a member of the management team and contribute to the strategic planning, monitoring, evaluation, and development of the Nursery, including spot checks, peer observations, supporting performance management of staff, and ongoing staff support.

- Maintain high standards of care and education for children aged 0 to five years in accordance with the EYFS statutory requirements, including the implementation of Policies and procedures.
- Ensure the promotion and delivery of the EYFS principles within the setting through inductions, peer observations, planning next steps, and LA support actions.
- Facilitate effective communication between staff and with all partner organisations.
- Support the ordering and maintenance of equipment and resources in the Nursery, including checking stock, ordering through head office, and assisting the Manager in completing maintenance requests.
- Keep a register and up-to-date records of all children using the provision and provide regular feedback to parents about their child's development and progress.
- Assist the management in organising training and monitoring students in the Nursery provision, including training follow-up, supervisions, and staff inductions.

4. Safeguarding and Compliance

- Be responsible for safeguarding in the Nursery in the absence of management, implementing the Policy & Procedures correctly and confidently.
- Assist with the effective administration of fee collection where appropriate.

QUALIFICATIONS AND SKILLS

- A relevant Level 3 qualification in childcare and education or equivalent
- Extensive knowledge and practical experience in early childcare and education.
- Strong understanding of child development and parenting principles.
- Familiarity with relevant legislation, regulations, and OFSTED standards in the childcare sector.
- Knowledge and ability to create and implement policies and procedures consistent with legislation, regulations, and local requirements
- Excellent leadership, communication, and interpersonal skills.
- Able to work independently and to manage own time efficiently
- Demonstrated ability to support the manager to develop a highly effective team.
- Compassionate, approachable, and friendly personality.
- Commitment to equality and diversity in childcare practices.
- Commitment to the principle that families 'know best' about their own needs
- Commitment to equal opportunities for all children and families

HEALTH AND SAFETY

- Lead the responsibility for Health, Safety, and cleanliness throughout the nursery.
- Ensure there is general cleanliness of the children at all times, including noses, faces, toileting, and clothing care.
- Operate the highest standards of hygiene and cleanliness in the bedding, nappy changing, and food service areas.
- Support the Manager in ensuring all emergency and security procedures, e.g., fire procedures, routines for dropping off and collecting children, and marking the register are implemented.
- Be responsible for ensuring Practitioners accurately record accidents in the accident book.

- Maintain the accident book in accordance with company policy and legislation, ensuring all relevant reports are submitted to RIDDOR and OFSTED where appropriate (with assistance from the Manager).
- Undertake and maintain records of regular risk and COSHH assessments.
- Ensure ALL staff understand the COSHH requirements, and that ALL Health & Safety procedures are implemented at all times.

HUMAN RESOURCES

- Assist the Nursery Manager in maintaining accurate staff personnel files, ensuring all suitability checks and paperwork are in place.
- Ensure Safer Recruitment practices are followed at all times.
- Conduct thorough inductions and supervisions.
- Assist the Nursery Manager, in consultation with the Director and HR Department, in dealing with staff issues such as grievances, investigations, disciplinary matters, absence management, and flexible working requests in accordance with the company's policies and procedures.
- Manage staff annual leave requests to ensure the nursery is adequately staffed at all times.
- Ensure all staff rotas are accurate, including reporting of absence through sickness and holidays.

CONTACTS AND RELATIONSHIPS

Working relationships will include the following:

Internal - Nursery Manager and Directors, All staff employed for the day care provision, Children

External – Ofsted, Parents, families and staff from a wide range of other agencies and settings, including the Social Services, Primary Care Trust, NHS Trust, and a range of voluntary /private sector organizations and other Day Care providers.

The Deputy Nursery Manager will be expected to build good working relationships at every level. Working in partnership with parents and families is highly valued, and the Deputy Nursery Manager must be approachable, friendly, and able to communicate effectively at all times.

At all times, the Deputy Nursery Manager will be expected to respect the confidentiality of sensitive family information (subject to safeguarding policies and procedures).

SUPERVISION AND MANAGEMENT OF PEOPLE

The post holder may be responsible to support management in the supervision and appraisal of the following staff: Senior Nursery Practitioners, Nursery Assistants, Level 2/3 Practitioners, Unqualified/ Level 1 or 2 Practitioners.

Support the manager in identifying staff training needs and facilitate training opportunities. From time to time, there may be a requirement to manage the work of staff appointed for supply work or provide supervision for students on placement.

DECISION MAKING

- The Deputy Nursery Manager will work closely with the Manager and Directors. Information and guidance will be readily available; however, the Deputy Nursery Manager will be expected to work autonomously in relation to the day-to-day management of the Nursery. The role requires the confidence to make day-to-day decisions thoughtfully and with a high degree of sensitivity to the needs of children and families, in the absence of the Manager and Directors.
- The Deputy Nursery Manager will be expected to make recommendations and proposals about service developments and changes, but not to make decisions about substantive changes to the Nursery.

RESOURCES

- In the absence of the Manager and Directors, the Deputy Nursery Manager will support the nursery in having day-to-day responsibility for the planning in the Nursery and for the use of other resources. Also, they will ensure that the day-care provision is clean, safe, and welcoming for families and staff.
- The Deputy Nursery Manager will be an authorized signatory for orders and staff timesheets to an agreed level of delegation, only in the absence of management.
- The Deputy Nursery Manager will be another key holder for the Nursery.

WORK ENVIRONMENT AND OTHER DUTIES

Work Demands - The Deputy Nursery Manager will need to demonstrate effective time and resource management to meet the planned needs of children and families and any anticipated demands that might be reasonably foreseen. The Deputy Nursery Manager will need to be attentive to a planned timetable whilst retaining the flexibility to be accessible and available to parents and staff (where appropriate in the absence of any other Management on site). The Deputy Nursery Manager will need to make judgments about the delegation of tasks and responsibilities to the other staff in the Nursery in the absence of management on site.

Physical Demands - The work requires normal physical effort. It may occasionally involve lifting and handling of training equipment, play equipment, and other resources and to be involved in practical activities and physical care of young children.

The Nursery Manager will need to efficiently manage time and resources to meet the needs of children and families while being flexible and accessible to staff and parents. The role may involve some physical demands, such as handling training and play equipment and participating in practical activities with young children.

The duties outlined in this job description are not exhaustive, and the Deputy Manager may be required to undertake additional responsibilities as needed, as long as they align with the general character of the role.