

Deputy Manager:

Job role and overview and purpose:

Support the Nursery Manager in the effective and efficient running of the nursery. Ensure that all policies are followed and that staff are supported and mentored. In the absence of the Nursery Manager, the Nursery Deputy Manager would take responsibility for the setting.

Your role is to:

- Support and lead the room leaders within the setting, providing advice and guidance across all rooms to ensure the highest quality of care is provided to the children
- Support the Nursery Manager in the effective and efficient running of the nursery. This may include but is not limited to any administrative tasks, kitchen duties or general housekeeping, preparation of meals
- To be based in the nursery rooms (in ratio), working with children and supporting staff, unless required to carry out duties set out by the Nursery Manager or other members of SLT
- Support and model and the Nursery's ethos
- To take responsibility for the Nursery in the absence of the Nursery Manager
- To perform the role of Deputy Safeguarding Lead
- Support and provide training to all staff where required
- Help monitor all children's development
- To carry out supervisions with the staff
- Help support the Nursery SLT for staff appraisals/ disciplinaries
- Ensure that all accident forms are up to date
- Assist the Nursery Manager with the implementation of the nursery curriculum
- Assist the Nursery Manager to promote Equal Opportunities throughout the nursery
- To act as a key person to a small group of children if needed to ensure that their needs are reflected in the planning of routines and activities
- Liaise with and support parents/carers and other family members
- To attend any conferences, training events or meetings as identified by the Nursery Manager

- To notify the Nursery Manager of any concerns e.g. safeguarding, parents, activities, health and safety, SEN concerns
- To be an ambassador for Dean Park Day Nursery
- Any other duties as required by the Nursery Manager or Deputy Nursery Manager within the scope and spirit The of the role
- Deputy Manager role is also in conjunction with the Nursery Practitioner job Description

All staff within the nursery are subject to enhanced disclosure, barring checks, following safer recruitment guidelines, the nursery will always require 2 referees, and staff are required to complete a health self-declaration.

Job Types: Full-time, Permanent

Pay: £12.71-£15.60 per hour

Benefits:

- Company events
- Company pension
- Cycle to work scheme
- Discounted or free food
- Flexitime
- Free parking
- On-site parking