

Happy Nursery Days / Ekaya Housing Association Limited



DEPUTY NURSERY MANAGER

Salary:	£20,500 - £23,500 per Annum
Reports To:	Nursery Manager
Hours:	40 hours per week

JOB DESCRIPTION

Objectives of the Post

- To work under the direction of the manager and deputise in his/her absence.
- To be in charge and lead baby unit
- To support the aims and objectives of the nursery and assist the manager in the organisation of a high quality establishment for children from birth to 5 years.
- To provide high standards of childcare and education - to include the monitoring and reviews of provision, this includes providing a safe, caring environment to enable the emotional, social and educational development of children, through individual attention and group activities.
- Assist in the leading and implementing the Early Years Foundation Stage Framework.
- To direct and support staff as agreed by the nursery manager.
- To adhere to Ekaya Housing Association policies and procedures at all times

Main Duties and Responsibilities

1. To promote the aims and objectives of Happy Nursery Day.

2. To assist the manager in setting and implementing objectives and policy for the nursery.
3. To promote the high standards of the nursery at all times to both parent's staff and visitors.
4. To lead the baby unit staff team and to ensure good practice at all times.
5. To lead baby unit overall planning and organisation of daily activities
6. To be responsible for a group of key children including observations, assessment and individual planning
7. To monitor children's learning and development and staff performance
8. To ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
9. To ensure the provision of high standards of physical and emotional care.
10. To be responsible for the Health and Safety standards appropriate for the needs of young children and ensuring staff compliance and awareness.
11. To ensure high standards of hygiene and cleanliness are maintained at all times
12. To assist the manager in showing parents around the nursery facilities and sending out information.
13. To assist with the implementation of administrative procedures involved with registration, place allocation, and other related matters.
14. To liaise with outside professionals/agencies as and when required
15. To maintain confidentiality of information at all times
16. To be responsible for baby unit staff's supervisions and appraisals
17. To identify staff development and training needs
18. To be responsible for students on placement within the nursery.
19. To attend and contribute fully to staff meetings and training sessions outside working hours, as required.

20. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the nursery manager.

21. To deputise for the manager in his/her absence.

This job description should be operated with reference to all of the Association's agreed policies and procedures including Equal Opportunities, Health & Safety and the Staff Code of Conduct.

This job description describes the current duties and responsibilities of the post. No job description can be entirely comprehensive and the post holder will be expected to carry out such duties as may be required from time to time and are broadly consistent with the job description. The job description will be subject to periodic review in the light of experience.

However, as the post evolves, gradual changes to the duties may occur. Where substantial changes occur either which affect other post-holders or the level of responsibility of the post consultation will take place with the staff affected as appropriate.

Signed: _____
Date: _____
(Post-holder)

Signed: _____
Date: _____
(Human Resources)

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DEPUTY NURSERY MANAGER

PERSON SPECIFICATION

Education / Qualification

NNEB, NVQ3 or BTEC or equivalent	Essential
Current First Aid qualification	Desirable
Basic Food Hygiene Certificate	Desirable
Child Protection Training	Desirable
Other related training	Desirable

Knowledge

Knowledge of Childcare Act 2006	Essential
Knowledge of the Early Years Foundation Stage	Essential
Knowledge of Safeguarding Children	Essential
Knowledge of Equal Opportunity and SEND	Essential
Knowledge of Health & Safety (including Fire safety Regulations and Hygiene)	Essential

Experience

Three years' post qualifying experience in an under-fives day care setting	Essential
Experience in a similar role	Desirable

Skills / Abilities

Ability to communicate well with adults and children	Essential
To be able to demonstrate the ability to work as part of a team	Essential

Ability to plan a suitable Curriculum to meet the needs of each group within the Nursery	Essential
Computer literate	Essential
Good organisational skills and able to demonstrate creative ability	Desirable
Other	
Able to demonstrate the ability to take on a responsible role	Desirable
Ability to show initiative	Desirable
Understanding of and commitment to Equal Opportunities	Essential