



Job Description – Deputy Nursery Manager

Reporting to the Nursery Manager, you will support her in managing all aspects of the running of the nursery, ensuring that all children attending Guisborough Montessori receive **the** highest quality care, are kept safe and are provided with planned and stimulating play experiences which meet their individual needs and support all aspects of the Early Years Foundation Stage (EYFS) curriculum.

Duties and Responsibilities:

- To carry out the duties of a Nursery Practitioner as outlined in the separate job description
- To support the planning and delivery of effective management of the nursery, in accordance with the nursery long term plan, and budgetary constraints
- To support the Nursery Manager to ensure the nursery complies with all relevant legislation, plus local authority and OFSTED requirements
- To ensure the provision is of the highest quality at all times and strives to attain the highest ratings such as OFSTED “outstanding”.
- To be able to cover for the Nursery Manager in her absence, including (but not limited to); producing staff rotas, raising invoices, dealing with Safeguarding and Health & Safety issues, updating IT systems and meeting with external partners such as Health Visitors and SEN services
- To ensure that staff adhere to nursery policies, objectives and code of conduct.
- To ensure that safeguarding children and staff is our utmost priority.
- To promote and maintain our reputation for providing exemplary practice.

This job description sets out the main responsibilities for the postholder, but is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the post and the postholder is expected to be flexible in the range of responsibilities they undertake.

Signed Dated

Person Specification – Deputy Nursery Manager



Essential

- Level 3 Childcare qualification from a recognised awarding body
- At least 4 GCSEs at grade A-C, or equivalent level 2 qualification, including English and Maths
- Paediatric First Aid certificate, or willingness to work towards qualification
- A minimum of 2 years experience in a supervisory position in a good or outstanding nursery
- Proven supervisory experience, including the ability to plan and prioritise own workload and those of others, work to deadlines and manage conflicting priorities.
- Able to work as part of a team and under own initiative
- Proven organisation, administrative and time management skills
- Capable of working under pressure to meet tight deadlines without supervision
- Ability to demonstrate reliability and initiative
- Excellent communication skills, both written and verbal
- Knowledge and understanding of legislation and regulations relating to nurseries for young children and the inspections process by OFSTED
- Competent in the use of IT systems and using those systems to create and maintain financial and child centred records
- Flexibility to cope with the changing needs of the nursery

Desirable

- Willingness to work towards a management qualification
- An awareness of child education philosophies, such as Montessori