



JOB DESCRIPTION

Job Title:	Deputy Nursery Manager
Salary:	TPAT Point 7
Responsible to:	Headteacher/EYFS Lead/Nursery Manager
Direct Supervisory Responsibility for:	Nursery Staff
Important Functional Relationships: Internal/External:	TPAT, Senior Leadership Team, School Staff, Pupils, Parents/Carers, Local Monitoring Committee, External Professional Bodies, Department for Education, Funding Bodies, Suppliers of Goods & Services & Visitors

Main Purpose of the Job:

- To assist the Nursery Manager in overseeing the operation of the nursery to the highest standards, ensuring that the best possible environment and care are provided for young children;
- To support the Nursery Manager in providing safe, high quality education and care for pre-school children;
- To provide a high standard of physical, emotional, social and intellectual care for children in the setting;
- To lead and manage room staff in the absence of the Nursery Manager;
- To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn;
- To build and maintain strong partnership working with parents and carers to enable children's needs to be met;
- To work as a key person;
- To implement the nursery's policies and procedures.

Main Duties and Responsibilities:

Typical Daily Duties as a Key Worker:

- Greeting parents and welcoming children into the setting and helping them to settle;
- Setting up and clearing away after activities and planning, organising and leading activities, ensuring that children are playing safely, including overseeing outdoor play;
- Providing snacks and helping children to eat and helping children wash and go to the toilet;
- Observing children to help understand their learning needs and completing relevant paperwork and keeping records;
- Working closely alongside other staff.

Deputy Nursery Manager Key Duties:

The Deputy Nursery Manager is expected to assist with the provision of a high quality, vibrant learning environment, ensuring that children are stimulated by an exciting range of experiences. They will:

- Under the direction of the Nursery Manager, take responsibility for drawing up curriculum plans which take into account the requirements of the Early Years Foundation Stage for the children in your care;
- Ensure the whole team works flexibly and takes shared responsibility so that adult:child ratios are always maintained through regular staff rotas and paid-for over-time when needed and agreed in advance;
- Ensure that room staff, volunteers (eg students) and resources are effectively managed;
- Be responsible for providing a high quality of teaching and learning, ensuring that staff are properly deployed and offering appropriate stimulation and support to the children;
- Assist the Nursery Manager with the key person system and support implementing systems of observation, record keeping and report writing so that children's progress and achievements are effectively and regularly assessed;
- Act as a key person to a small group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met;
- Ensure records are properly maintained, eg daily attendance register, accident records and daily safety checks;
- Observe and record children's progress and, under the direction of the Nursery Manager, produce accurate, well written Learning Journeys within agreed timescales;
- Ensure that the team under your direction also produce accurate, well written Learning Journey observations within agreed timescales;
- Liaise closely with parents/carers, exchanging information about children's progress and encouraging parents' interest and involvement;
- Liaise with the SENCO and other professionals as necessary;
- Advise the DSL of any concerns over a child including MyConcern (or equivalent electronic system);
- Ensure the room is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high and health and safety procedures are implemented at all times;
- To be flexible around opening hours and working patterns to cover the nursery's needs.

General Responsibilities applicable to all staff

- Demonstrate and promote the values of Truro and Penwith Academy Trust at all times.
- Contribute to the overall ethos and aims of the school.
- Follow and adhere to all agreed Child Protection and Safeguarding policies and procedures at all times.
- Make a positive impact on our students' lives and contribute to shaping a brighter future.
- Play a full part in the life of the school community and support its vision and ethos to encourage all staff and students to follow this example.
- Work effectively with other members of staff to meet the needs of students; ensuring that students' needs are prioritised.
- Act as a role model and set high expectations of conduct and behaviour.
- Appreciate and support the role of other professionals.
- Have a clear sight of how this role impacts on the school's students at all times.
- Work with professionalism in line with the Trust's Code of Conduct.
- Be aware of and comply with all policies and procedures at all times, especially those relating to child protection, health, safety and security, confidentiality, data protection and copyright, code of conduct, reporting all concerns to line manager.
- Be a positive influence on the climate and culture of the school and a positive role model at all times.
- Model good management practice across the Trust.
- Be aware of and support difference, ensuring equal opportunities for all.

- Actively promote the safety and welfare of our children and young people.
- Administer basic first aid and assist in the dispensing of medically prescribed controlled drugs in line with school procedures (only if trained to do so); recording on SafeSmart as required.
- Attend liaison events and effectively promote the school at open days/evenings and other events.
- Act as a Trust team member and provide support and cover for other staff where needs arise, inclusive of work at other sites within a reasonable travel distance.
- Be aware of and comply with all School and Trust policies and procedures.
- Undertake mandatory training, professional development, learning activities and appraisal procedures as appropriate.
- Attend and participate in relevant meetings and Trust based INSET as required.
- Responsible for your own self-development on a continuous basis; taking responsibility for your own CPD.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Maintain at all times the utmost confidentiality with regards to all reports, records, personal data relating to staff and students and other information of a sensitive nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- Carry out any other reasonable instructions commensurate with the post in order to support the work of the Trust and its Academies.

Job Description

This job description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post. This job description does not form part of your contract of employment.

The post-holder may be required to undertake such work as may be determined by their line manager from time to time, up to or at a level consistent with the main responsibilities of the job.

This job description may be amended at any time in consultation with the post-holder.

Special Conditions of Employment

Truro and Penwith Academy Trust is committed to safeguarding and promoting the welfare of children and young people, ensuring a culture of valuing diversity, and ensuring equality of opportunities, and expects all staff and volunteers to share this commitment. The post-holder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The post-holder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or well-being of children or young people.

All offers of employment are conditional and are subject to satisfactory pre-employment checks including receipt of original qualification documents, two satisfactory references, health screening, proof of eligibility to work in the UK, Childcare Disqualification check, a Disclosure and Barring Service (DBS) check and online searches.

PERSON SPECIFICATION – [insert job title]

Person Specification	Essential	Desirable	Recruiting Method
Education and Training	GCSE's or equivalent to include Maths & English at a C grade or above. Level 2 literacy & numeracy qualifications.	Appropriate Hygiene Certificate. Health & Safety Certificate. Safeguarding Children Training.	Application Certificates

	Completion of a recognised Early Years and Childcare qualification (or equivalent) of at least Level 2. Willingness to work towards Level 3 Diploma for the Early Years Workforce or equivalent in a relevant subject area. Paediatric First Aid (or willing to undertake the training)		
Skills and Experience	At least 1 years' work experience with children in a nursery. Proven experience of working as a Key Worker within a nursery / EYFS environment. Ability to evaluate learning needs and provide learning opportunities. Establish and develop effective relationships with parents and the community. Self-motivated and able to work in a team. Ability to develop an effective team. To be able to use a computer & the main software packages competently. Excellent customer service and communication skills.	Experience of working with children in a nursery or similar environment. Experience of supporting & supervising staff. A practical knowledge of IT applications.	Application Interview Assessment
Specialist Knowledge and Skills	Knowledge, understanding and practical experience of day care for young children. Knowledge and practical understanding of child development and parenting. Knowledge and understanding of legislation and regulations relating to day care for young children. Establish & promote good behaviour following the school's behaviour policy. Knowledge and awareness, understanding and commitment to the protection and safeguarding of children and young people. Demonstrates an awareness, understanding and commitment to equal opportunities.	Knowledge & understanding of legislation & regulations relating to day care for young children. Leadership skills. Business management skills.	Application Interview Assessment
Behaviours and Values	Sensitivity & understanding.		Application

	Friendly, flexible & confident approach. Patience & the ability to remain calm in stressful situations. Imagination & creativity. Patience & enthusiasm. A caring & kind nature.		Interview Assessment
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