

NJC Job Description

Job Title	Nursery Deputy Manager
Department	Wootton/Queens Park/Goldington Community Nursery
Grade	FfB5
Last updated:	October 2018
Reports to	Nursery Manager

Job Purpose *(a brief statement summarising the overall responsibility of the post)*

The Deputy Manager will work in partnership with the Nursery Manager to ensure the day to day operation of the Nursery is kept to highest standards.

To deputise in the absence of the Manager as required and support the Manager in carrying out the full range of duties.

The Deputy Manager will also act in the capacity as the Nursery SENDCo and monitor educational programs implemented in the setting.

Main Duties and Responsibilities *(what are the main responsibilities of the job? This is NOT to be an exhaustive list of tasks, it should be the key accountabilities only and should only be around 8 – 10 points long.)*

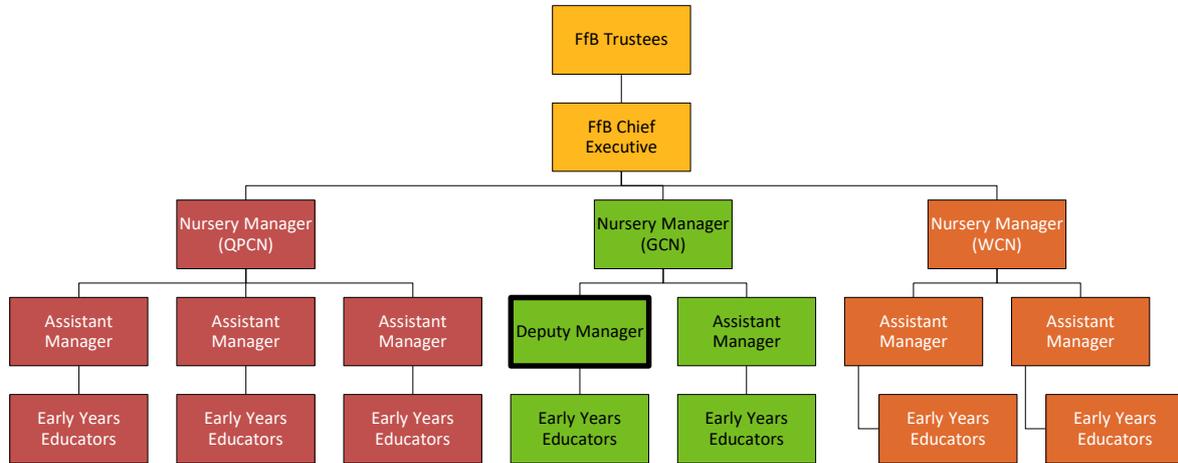
	%
1. Support the Nursery Manager in overseeing the day to day management of the Nursery. Responsible for quality of provision at all times whilst ensuring high standards of care and the education of children between 2-5 years in accordance with statutory requirements. Lead on the progress tracking of children's development implementing individual education and care plans when necessary. Lead on staff deployment across the Nursery ensuring statutory ratios are adhered to at all times.	25%
2. Responsible for ensuring that the management of the special educational provision is developed appropriately and that relevant legislation and support is adhered to. Support children with SEND as required. Guide all team members with the early identification and intervention for children who may benefit from additional support regarding their physical, emotional and social development.	15%
3. Assist the Nursery Manager in the supervision, training, and mentoring of students, volunteers and staff members. To Ensure all educational programs are delivered to the highest quality and provide the staff team with feedback on their practice.	10%

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4. Liaise and facilitate close partnership working with parents, other family members and staff to help ensure that the particular need of children are met and that parental choice is considered in terms of care given.	10%
5. Support the Nursery Manager and staff team in ensuring that the environment throughout the Nursery is well resourced and exciting. Support the Nursery Manager in ensuring that the EYFS requirements are fully met at all times.	10%
6. Ensure that the welfare and safety of children is paramount within the setting and any safeguarding concerns are always appropriately acted upon immediately, following LSCB guidelines and Charity procedures. Support the Nursery Manager in delivering safeguarding procedures and act as deputy safeguarding officer for the Nursery. Attend core groups, case conferences and strategy meetings when required.	10%
7. Assist the Nursery Manager in maintaining records and documentation to comply with statutory regulations, planning, observation, progress tracking, etc.	10%
8. To take on any other reasonable tasks as directed by the Nursery Manager or the Charity CEO	5%
9. To be aware of the profile of the Charity, to uphold its standards at all times both within work and outside.	5%

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Organisation Chart



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Context

Families First Bedfordshire (FfB) is a registered local charity spanning over 30 years with a proven record of supporting families. We provide Specialist Services programmes, Children’s Centre services and activities for families within Bedford, and 3 Community Nurseries in Goldington, Wootton and Queens Park.

Our Community Nurseries are day care settings and pre-schools. We admit babies and children and have a mixture of fee paying families and children accessing their free entitlement to childcare. The Goldington Community Nursery achieved a ‘Good’ Ofsted grading in August 2018. There is a diverse population accessing the Nurseries which adds to the challenge and excitement of what we believe in as a Charity; that every child has the right to the best possible start in life regardless of background, culture or religion.

Our staff team are required to have an equal passion for the early years and are expected to work according to our Charity’s values;

- Honesty – A shared belief when working with families, partners and staff
- Trust – Vital in order to achieve success in our work
- Responsive – The right action at the right time
- Understanding – A non-judgemental disposition held by all
- Visionary – Striving to be the best, in practice and in reality

The Nurseries are open daily from 8am to 6pm throughout the year. Closure dates include the Christmas holiday, bank holidays and up to 4 training days per annum.

Additional Information – Physical Effort and/or Working Environment *(insert details if these conditions exceed those normally incurred in a day to day office environment.)*

Physical Effort: Normal physical effort

Working Environment: Nursery Building

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of FfB’s employment checks and Personal Interviews will be required as part of the employment process.

Dimensions

Supervisory Management: Senior Early Years Educators and Early Years Educators

Financial Resources: As delegated by the Nursery Manager

Physical Resources: All Nursery equipment and resources

Other:

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Health & Safety Risk Assessment *(please indicate which are applicable)*

- Manual Handling activities
- Regular exposure to mental pressures and demands
- Visual display equipment – regular use
- Exposure to substances hazard to health
- Exposure to infection
- Risk of verbal abuse
- Risk of physical assault
- Working alone
- Adverse environmental conditions
- Use of dangerous machinery
- Driving PSV/HGV vehicles

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Person Specification

This acts as a selection criteria and gives an outline of the types of person and the characteristics to do the job.

Essential (E): without which candidate would be rejected

Desirable (D): useful for choosing between two good candidates

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured	Desirable	How Measured
Experience	Experience of working in Early Years setting at a senior level.	1, 2	Experience of working in more than one day care setting.	1, 2
	Experience in the implementation and quality assurance of the EYFS.	1, 2		
	Demonstrable experience of leading others within a similar context.	1, 2, 5		
Skills/Abilities	Ability to communicate effectively at all levels, including professional, practitioner level, and to engage with children, parents and families.	1, 2	Professional level of general computer literacy with range of IT skills.	1, 2
	Able to be an effective leader and work as part of the team.	1, 2, 5	Ability to prioritise workloads and work using own initiative.	1, 2, 5
	Good record keeping, report writing and presentation skills.	1, 2		
	Good organisational and time management skills.	1, 2, 5		
Equality	Able to promote equality in a child friendly, non-stereotypical way	1, 2, 4	Promoting equality in a whole environment in variety of ways, resources, etc.	1, 2, 5
	Able to recognise and appropriately challenge discrimination and to follow the policies and procedures of the organisation.	1, 2		
	Able to demonstrate clear understanding of cultural and religious issues which affect families and child development.	1, 2, 5		

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Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured	Desirable	How Measured
Specialist Knowledge	Knowledge of legislation relevant to the delivery of the EYFS, SEND code of conduct, Working Together and the Childcare Act 2006	1, 2, 4	Knowledge of new education programs and initiatives promoted by the government and Local Authority.	1, 2
	Knowledge of policies and procedures in relation to child development, health and safety, confidentiality.	1, 2		
	A strong knowledge of the SEN code of practice and the implementation of it within a similar context.	1, 2		
Education & Training	NNEB Diploma/QCF Level 3 or equivalent.	1, 2, 4	Higher level qualification in Early Years Childcare and Education, Childhood Studies.	1, 2, 4
	Safeguarding for Designated Officers.	1, 2, 4	Coaching and mentoring training.	1, 2, 4
	SEND training.	1, 2, 4		
	A commitment to ongoing professional development.	1, 2		
Other Requirements	Able to accommodate flexible working hours and take on other responsibilities as required.	1, 2		

1 – Application Form, 2 – Interview, 3 – Test, 4 – Proof of qualification, 5 – Practical Exercise

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995 & 2005), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The job holder will ensure that Families First Bedfordshire's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equality and diversity
- (ii) Health and safety
- (iii) General Data Protection Regulation
- (iv) Confidentiality