JOB DESCRIPTION – DEPUTY NURSERY MANAGER

Position: Deputy Nursery Manager

Responsible to: Early Years Phase Leader

Location: St Mary's C.E School

Contract type: Permanent

Full time: 35 Hours Per Week, 39 Weeks Per Year

Salary: Bucks pay range 3, Spinal Column Points 16-20

Purpose:

Responsible for the day-to-day operation of the nursery, maintaining excellent standards of provision, safeguarding, and compliance, and fostering a positive, stimulating, and nurturing environment for all children and staff. Thriving in a close-knit team, the Deputy Nursery Manager will act as a role model, leading by example, communicating clearly and effectively with colleagues, children and families. They must embody our commitment to every child's individual needs, ensuring they thrive and achieve their full potential in line with the Early Years Foundation Stage (EYFS), the expectations of Ofsted's Education Inspection Framework, whilst promoting our Christian vision and values alongside the ethos of the school.

Key Responsibilities:

Leadership & Management

- Overseeing a high-quality, efficient and safe daily operation of the nursery and pre-school, ensuring compliance with all regulations and standards.
- Proactively contribute to effective teamwork and foster open and honest communication amongst all employees within the nursery.
- Developing and implementing a stimulating and high-quality educational curriculum that offers play and learning opportunities in line with the Early Years Foundation Stage (EYFS) framework.
- Leading, training and working alongside a small, supportive and enthusiastic team.
- Developing and implementing a stimulating and high-quality educational curriculum that offers play and learning opportunities in line with the Early Years Foundation Stage (EYFS) framework.
- Providing activities that promote physical, social, emotional, and cognitive development of young children.
- Maintaining open and effective communication with parents and guardians, addressing any concerns and providing regular updates on their child's progress.
- Responsible for ensuring the safety and well-being of all children in your care, Implementing safeguarding and health & safety policies and procedures consistent with ODBST requirements. This includes appropriate staffing levels and ratio compliance.

- Working in conjunction with the Early Years Phase Leader, and the Trust Finance Partner to manage nursery and pre-school budget.
- Liaising with the school office to ensure place take-up is maximised and invoiced/claimed for in a timely manner to support cash flow.
  Be accountable for and actively marketing and promoting the provision, aiming to maximise place take-up.
- Fostering a positive and inclusive environment that respects and values diversity.
- Staying up to date with the latest relevant training and developments in early childhood education and incorporating best practices into the curriculum.
- Working together with the family liaison officer and other relevant school/Trust colleagues to foster strong partnerships with families
  and the wider school community.
- Contributing to the ongoing development and improvement of the nursery setting.
- Work in partnership with the school Early Years Phase Leader, Early Years professionals and agencies, for example Buckinghamshire Early years team, Health Visitors and SEND services.
- Manage and organise staff meetings and briefings for nursery staff and attend relevant whole-school staff meetings where appropriate.

Safeguarding & Well-being

- Follow schools Child Protection and Safeguarding Policy liaising with the Designated Safeguarding Lead (DSL) where necessary.
- Ensure the safeguarding and welfare of all children in accordance with statutory guidance and school policy.
- Action and monitor all child safeguarding/ protection issues and accidents to ensure that any remedial action is taken immediately.
- Monitor child protection concerns and work closely with external agencies where appropriate. Contribute to the collation of information required for professionals meetings for internal and external stakeholders.
- Create and maintain a safe, secure, and welcoming environment.
- Liaise with the school family liaison worker to support families and the transition from pre-school to Reception Class.
- Comply with the school's policy in managing medicine and administer correctly inline with the policy.
- Ensure staff assist children with personal care, including changing nappies, assisting with toileting and other associated welfare duties.

Curriculum & Learning

- Implement and evaluate a high-quality curriculum following the EYFS framework.
- Promote child-led, natural curiosity-based learning through structured play and exploration.
- Monitor and assess children’s progress, ensuring all developmental needs are met.
- Supervise the settling of new children into nursery as well as the transition of those going to school.
- Ensure that inclusive practices that support disadvantaged children and children with SEND, diverse needs and for whom English is not their first language.

- Liaise with the school SENDCo to ensure the needs of pupils with special educational needs and/or disabilities are met.
- Promote high standards of children's behaviour, dealing promptly with conflict and incidents in line with established policy and supporting younger children to learn how to behave appropriately for their age and level of development.
- Valuing the school environment by making sure that the nursery/pre-school rooms and general areas are prepared for play & learning and are age appropriate.
- Ensure that displays are changed regularly and are in line with themes and seasons.
- Ensure staff are supporting children in serving their own food, milk, drinks and snacks and encourage good nutrition and sociable eating.
- Ensure that all staff maintain an attractive, stimulating and reassuring environment for children inside and outside.
- Ensure children have adequate access to the outside area and internal enrichment visits.

Parents & Carers

- Be responsible for welcoming parents, children and visitors.
- Liaise with the school admin officer regarding enquiries from perspective parents/carers, and new admission.
- Support with showing prospective parents around.
- Work in partnership with parents and/or carers, recognising that parents are their children's first educators, and encourage parental involvement in the nursery.
- Constantly look for ways to improve parent partnerships and communication.
- Provide the escalation point for parent/carer complaints, grievances or other issues.
- Manage and attend parent meetings and open days as appropriate.
- Ensure parents are familiar with the security and procedures surrounding drop-off and collection.
- Ensure staff provide feedback to parents about their child's day at the nursery and promote good liaison between staff and parents.
- Ensure you and the nursery staff know what is going on at home, that may have an effect on the child's behaviour or mood when they are at nursery.
- Ensure staff awareness and understanding of the cultural, religious, ethical or personal preferences that some parents may have in relation to their child.
- Ensure staff maintain the parent and carer register when parents drop off or collect their child.

Communication & Record Keeping

- Use relevant software and/or manual systems to manage daily records, attendance, observations, and communication with familiesMaintain clear and up-to-date records of children's earning, development, and safeguarding needs
- Assist with the development, implementation and evaluation of SEND plans, pupil profiles and Health Care programmes including intimate care where appropriate
- Build strong partnerships with parents and carers through regular updates, meetings, and workshops.
- Ensure that communication with staff is maintained through use of school email, minutes,

newsletters and notices in school.

Health & Safety

- Oversee and maintain health, hygiene, and safety standards at all times.
- Conduct regular risk assessments and ensure adherence to all health and safety legislation.
- Ensure the nursery is kept tidy and organised to allow for the efficient use of time and to maintain high-quality housekeeping standards.
- Provide first aid to pupils and staff when required and use Smartlog or other such system(s) to complete an incident form every time a child has received first aid (A Paediatric first aid certificate will be required for this post)
- Ensure resources, toys and equipment are organised, stored correctly, cleaned regularly and any breakages reported to the office.
- Ensure that any signs, pictures or displays that are fixed to the wall are tidy, appropriate and in keeping with nursery standards.
- Ensure rooms, toilets, and corridors are left tidy and cleared away at the end of the day.
- Ensure when using messy play items that any mess is cleaned up immediately after the activity.
- Ensure everything in the room that needs to be is appropriately labelled.

Professional Development

- Support and supervise staff with regular performance reviews, CPD, and training.
- Attend relevant leadership and safeguarding training to remain up to date with Early Years' practice and legislation.

This job description is not exhaustive. Therefore, any other duties that the Headteacher or ODBST Trust Senior Leadership Team may from time to time ask the post holder to perform in keeping with the broad spirit of this job description.

PERSON SPECIFICATION – DEPUTY NURSERY MANAGER

	Essential	Desirable
Qualifications	• A minimum of **Level 3 qualification** in Early Years (DFE approved) • Good basic education to GCSE level in English and Mathematics (Grade C/4 or above) or equivalent if educated in other UK nations or overseas	• Higher level early years qualification (Level 4 or 5). • Hold DSL certificate • A level education • Managing medicines training • Paediatric First Aid. • Sports or games qualifications or training • Forest School/outdoor learning training • Level 2 Food and Hygiene
Experience	• A minimum of 2 years' experience working in a EYFS setting. • Proven experience in managing an Early Years' or Pre-School setting.	• A minimum of 2 years' experience working in a EYFS setting. • Experience as a Designated Safeguarding Lead (DSL). • Experience working in a church or faith-based setting. • Forest school experience or outdoor learning training.
Knowledge and Understanding	A strong understanding of: • the Early Years Foundation Stage Curriculum • the needs of young children • inclusive practice and child development. • the roles played by various adults in a child's education; • behaviour management strategies • Childcare vouchers and other government-led place funding • Nursery budgeting and financial processing	Some understanding of: • Using nursery-related software management system • Safeguarding and prevent • GDPR • The Equality Act
Skills	The successful applicant will be able to: • assist children on an individual basis,	In addition: • monitor, record and make basic

	and in small groups • explain tasks simply and clearly and foster independence • supervise children, and adhere to defined behaviour management policies • accept and respond to authority and supervision • liaise and communicate effectively with others, including outside agencies • strong organisational skills • demonstrate a commitment to working in teams to ensure all learners achieve the highest standards and achieve good progress; • reflect on and develop professional practice • display work effectively, and make and maintain basic teaching resources • provide first aid to pupils • demonstrate competency in using Microsoft Windows/Office suite	assessments about individual progress • identify gaps in their own experience and recognise where training is needed • demonstrate the ability to learn and adapt from experience • to use computing software systems such as CPOMS, Bromcom, & Famly or similar
Personal Philosophy and Qualities	An understanding of: • how to promote the school's Christian values • being a team player with a 'can-do' attitude • excellent interpersonal skills • reliability and integrity • flexible, approachable with a good sense of humour • positive and enthusiastic attitude • good attendance record • good personal organisation • being creative at problem solving • having a willingness to take on or try new approaches and ideas	• an ability to be proactive, making suggestions which lead to improvements • a Christian who is actively involved in the life of the Church of England • an enthusiasm for further professional development.
The candidate must be willing to undergo an Enhanced Disclosure and Barring Check		