



RIPLEY COURT SCHOOL

Ripley Court School Job Description DEPUTY NURSERY MANAGER

Ripley Court School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Purpose of the role:	<p>This position is based in the Nursery at Ripley Court School and the main purpose of this role will be to provide care for children aged between 2-5 years.</p> <p>The Deputy Nursery Manager will be responsible for assisting with the day-to-day organisation and smooth running of the Nursery at Ripley Court, and for ensuring that Nursery life is safe, stimulating and compliant with EYFS and safeguarding requirements.</p> <p>The role-holder will act as a key person to a group of children within the Nursery and will assist the Nursery team to establish and maintain the social, intellectual, physical and emotional wellbeing of the children.</p> <p>The hours for this role are 7.30am – 4.00pm, Monday-Friday, during term time. The role-holder will be required to cover some break, lunch and after school duties during the week (for which there is a rota and reasonable notice is given) and assist with Breakfast Club.</p> <p>This role will report into the Nursery Manager.</p>
Main Duties and Responsibilities:	<ul style="list-style-type: none">• Promote high standards of quality within the setting in respect of the environment, resources and experiences offered to our children, ensuring that the setting meets the requirements of EYFS and ISI.• Deputise in the absence of the Nursery Manager.• Be responsible for curriculum and sessional planning in conjunction with the Nursery Manager, establishing effective processes for implementation of the plans and overseeing completion.• Work with the Nursery Manager and the Head of Little Court to ensure that all records are maintained, with special regard to the monitoring of daily registration, accident, incident, risk assessment and key person records.

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- Maintain records of children's progress, in line with School procedure, and use these to develop future programmes and plans, as and when appropriate.
- Carry out parent consultations and ensure that each key child's learning journey is kept up to date. Complete two-year progress checks and bi-annual summaries, including a transition summary for the child's transfer to the next setting.
- Liaise closely with parents/carers, informing them about the Nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- Support the Nursery Manager to ensure that all staff complete the appropriate paperwork for their key children on time.
- Work with the Nursery Manager to ensure that staff ratios are maintained and that there is effective staff development, supervision, mentoring and recognition of training needs for all staff and pupils.
- Complete the morning and afternoon class register. Update registers, activity plans, accident records etc. as required.
- Carry out administration tasks as appropriate, adhering to the School data protection policy.
- Assist the Nursery Manager in the ordering of materials and equipment.
- As a key person, ensure that learning and care is tailored to the child's individual needs. Help the children become familiar with the setting. Offer a settled relationship for the children. Engage and support parents in guiding their child's development at home.
- Support the physical wellbeing of the children by meeting individual care needs e.g. toilet training and hygiene, clothing and application of sun cream.
- Administer first aid and prescription medication where necessary, following the set guidelines within the appropriate policies and procedure.
- Take all reasonable measures to ensure health and safety within the Nursery, including daily H&S checks.

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- Greet visitors, parents/carers in an appropriate manner, ensuring identification at all times.
- Maintain confidentiality at all times.
- Understand and adhere to the Nursery's Safeguarding policies and procedures to keep children safe and secure and ensure others at the setting are adhering to the policy.
- Work collaboratively with the Ripley Court DSL to ensure best practice in safeguarding children.
- Attend and participate in staff meetings, parent consultations, child summaries, child induction mornings, INSET days.
- Attend all parents' evenings, open mornings any relevant events.
- Ensure continued professional development through training, regular supervisions with the Nursery Manager and an annual appraisal.
- Assist, where necessary, with supervising Breakfast Club.
- Undertake such other comparable duties as the Nursery Manager, Head of Little Court and Headmaster require from time to time.
- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.

This job description should be seen as enabling, rather than restrictive and is subject to regular review.

Ripley Court School Person Specification

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	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A minimum of English and Maths at GCSE (grades A - C). • EYFS Level 3 or above, Early Years Professional Status or similar. • Paediatric First Aid (training can be provided). 	<ul style="list-style-type: none"> • SEN and Child Protection training. • Food Hygiene Certificate (training can be provided).
Experience	<ul style="list-style-type: none"> • 2+ years' experience working with nursery and pre-school children (age 2 to 5 years) in an EYFS setting. • Excellent knowledge of the Early Years Foundation Stage. 	<ul style="list-style-type: none"> • Previous experience of working within a management role. • Previous experience of managing a team within an education setting.
Skills and Knowledge	<ul style="list-style-type: none"> • Knowledge of child development and children's needs. • Excellent planning and organisational skills. • Effective listening skills. • Excellent written and verbal communication skills and the ability to correspond effectively with parents, colleagues and children. • Motivation and commitment to driving up standards of achievement. • Ability to use a range of ICT to gain participation and encourage learning. • Insight into pupil learning needs. • Up to date knowledge of Safeguarding legislation and guidance. 	
Personal competencies and qualities	<ul style="list-style-type: none"> • An enthusiastic and proactive. Ability to work as part of a small team. • Excellent understanding, application and delivery of early years education, particularly within a nursery setting. • A friendly, open, good-humoured and collaborative attitude, and a commitment to School ethos. • Ability to work flexibly and under pressure. • Empathy for others. • Genuine passion and a belief in the potential of every child. 	

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	<ul style="list-style-type: none">• Ability to act as a role model for pupils and staff through demonstrating high standards of personal and professional conduct.• Ability to maintain consistency and fairness• Able to maintain confidentiality.	
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