

St Helen's College - DEPUTY NURSERY MANAGER

Role Reporting to: Nursery Manager/Head of Pre-Prep

Line Management of: Nursery Staff in the absence of the Nursery Manager

Purpose of role:

The Deputy Nursery Manager is responsible for leading nursery provision at St Helen's College in the absence of the Nursery Manager, ensuring that it is of the highest quality and that it is delivered in accordance with The Early Years Foundation Stage Framework and ISI/ OFSTED requirements as set out in the Independent School Standards. The role must deliver a safe, stimulating and caring child-centred environment catering for the children's educational and developmental needs.

What do you have to achieve?

- *High standards of care and education, reflecting the St Helen's College values.*
- *Compliance with regulatory requirements.*
- *Staff who feel supported and developed in their roles.*
- *Positive and effective relationships with families.*

Hours of work:

40 hours per week - All Year Round (8.00am – 6pm, with 30 minutes unpaid lunch break)

Salary £28k - £32k

Duties and Responsibilities

- To lead a team to create and deliver a vision for a nurturing, calm and creative nursery setting with both outdoor and indoor play to foster curiosity, independence and confidence.
- To ensure that children are kept safe, and that staff understand, and, when necessary, follow Safeguarding Procedures in accordance with the school's policy, Keeping Children Safe in Education and Working Together to Safeguard Children, and other relevant statutory documentation.
- To support the Nursery Manager to implement and monitor the curriculum in accordance with the EYFS Framework and ensure that all children attending the Nursery receive rich and stimulating experiences appropriate to their age and stage of development.
- To evaluate and improve teaching approaches and methodologies to ensure that all children make excellent progress.
- To ensure that regular assessment and progress checks are carried out in relation to all children and that progress is regularly monitored to ensure that individual learning needs are met.
- To promote and facilitate positive partnerships with parents/carers and other family members and ensure that systems and structures are in place for sharing information related to their child's learning journey.
- To support the development of outstanding and improving practice with regards to SEND and inclusion, and to ensure that teaching is adapted to cater for children's individual needs.
- To establish, develop and maintain professional working relationships with relevant Local Authority Departments, regulatory bodies and other agencies, and ensure that provision in the Nursery meets the requirements of the local LA in relation to nursery education grant funding.
- To ensure that there is a broad range of co-curricular activities to enrich learning.
- To create and maintain a culture of high expectations, self-evaluation, reflective practice and continuous improvement throughout the Nursery.

- To take part in whole school activities and share the same culture in preparation for a smooth transition to school.

Safeguarding

- To ensure that arrangements are in place to safeguard and promote the welfare of all pupils in the Nursery.
- To take on the role as one of the Deputy Designated Safeguarding Leads and work as part of the whole school safeguarding team to ensure that there is a strong culture of safeguarding within the school and that all policies and practices are properly implemented.

Health and Safety

- To support the Nursery Manager in managing the day-to-day operation of the Nursery to ensure regulatory compliance with regard to the health and safety of the children, their parents and carers, the team and any visitors to the Nursery.
- To ensure that children are appropriately supervised at all times, including having regard to the regulatory adult/child ratio requirements.
- To adhere to all health and safety policies and procedures in relation to the physical environment, fire procedures, first aid and the assessment of risk.
- To be responsible for ensuring the Nursery remains compliant in respect of suitably trained staff with relevant paediatric first aid qualification.
- To be responsible for ensuring that all staff receive Health and Safety training during induction and as required.

Finance/Administration

- To assist in the management of occupancy, staff/pupil ratios and timetables.
- To maintain accurate session and staffing records and liaise with the school Finance team/Group central finance team in this regard.
- To coordinate resource requests for the Nursery.
- To understand and utilise management systems and information to maximise efficiency.
- To facilitate inspections by regulatory bodies and implement any recommendations.
- To ensure accurate reporting in respect of session numbers, quality and standards.

Staff

- To develop open and positive working relationships with staff.
- To induct, support, train and appraise all Nursery staff to ensure delivery of outstanding quality childcare practice and continuous improvement.
- To develop a well-qualified and experienced team able to meet and exceed all relevant standards.
- To carry out regular supervisions of the nursery staff along with the Nursery Manager.
- To identify training needs; develop training plans and evaluate and cascade training undertaken by staff.
- To work in conjunction with Headteacher in disciplinary and grievance investigations and hearings.

Marketing and Recruitment

- To work closely with the Admissions Team and Group Director of Marketing to promote the Nursery to current and prospective families.
- To ensure that all staff develop and maintain friendly and professional relationships with parents and carers, leading liaison and managing all aspects of communication.
- To proactively represent St Helen's College and advance its interests in the local community.
- To be responsible for ensuring that all complaints and concerns are actively resolved in a timely manner and that these are reported to the Head of Pre-Prep and/or Headteacher.
- To organise and lead parents' evenings, daily contact, home-school liaison and 'welcome' meetings.

- To attend all school open days and events.

General

- To be responsible for all administrative duties associated with the Nursery, such as maintaining children’s records, ordering equipment, maintaining inventories and keeping all regulatory records.
- To adhere to all school policies and procedures.
- To undertake any duties as reasonably requested by line management.

The duties and responsibilities in this job description are not exhaustive or restrictive, changes and other duties relevant to this post may be added. This job description may be reviewed in the future to reflect school development plan priorities.

Person Specification: Deputy Nursery Manager		
	Essential	Desirable
	These are qualities without which the applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria
Qualifications	A minimum of Level 3 Early Years qualification or equivalent.	A paediatric first aid qualification (or a willingness to undergo training) A DSL qualification (or a willingness to undergo training) A suitable level 2 qualification in maths (must be undertaken within 2 years of assuming the role).
Experience	At least two years’ experience of working in an early years setting, or at least two years’ other suitable experience. Experience of working effectively with staff and management at all levels.	Relevant supervisory experience.
Skills and Knowledge	Extensive knowledge and understanding of the EYFS framework, SEND Code of Practice, Independent School Standards, OFSTED and ISI regulatory frameworks.	Knowledge of relevant Health and Safety legislation/regulations with proven ability to manage and monitor

	<p>Strong people management skills with the ability to lead and motivate a staff team.</p> <p>Excellent organisational skills with an ability to plan, prioritise and meet deadlines</p> <p>Excellent interpersonal skills</p> <p>Excellent oral and written communication skills</p> <p>Good level of IT skills (Microsoft Office products)</p>	
<p>Personal competencies and qualities</p>	<p>Ability to communicate at all levels</p> <p>Able to work on own initiative and organise own workload</p> <p>The ability to work as a member of a collaborative team as well as independently</p> <p>Have the capability to remain calm and to cope with the unexpected</p> <p>Competent and personable</p> <p>High degree of personal drive and motivation</p> <p>Willing to be flexible and work outside normal working hours as required</p> <p>Ability to demonstrate initiative</p> <p>Excellent team player</p> <p>Committed to achieving high standards</p> <p>Committed to keeping abreast of best practice and relevant legislation</p>	
<p>Safeguarding</p>	<p>Full understanding of safeguarding requirements</p> <p>Commitment to implementing whole school policies relating to the safeguarding of children</p>	

