

Deputy Nursery Manager

Information for Applicants

The Role

We are seeking a Deputy Nursery Manager who will help shape and launch our new all-year nursery. This pivotal role helps sets the culture, ethos and high expectations for a brand-new setting and supports leading the team with the Nursery Manager to deliver outstanding education and care.

What We Offer

A competitive salary of up to £38,000 per annum (dependent on qualifications and experience). Generous annual leave, staff discount scheme, strong pension with employer contribution and wellbeing support and a employee assistance programme. High-quality CPD, professional supervision and the opportunity to build a new setting from inception.

Job Title

Deputy Nursery Manager

Job Details

Reports to: Nursery Manager

Hours: Full time, all year (40 hours per week)

Location: Kingsley Explorers Nursery

Purpose of the Role

To support the Nursery Manager in the operational leadership, compliance, and quality of education within the nursery. The Deputy Nursery Manager will deputise for the Manager in their absence, act as a key safeguarding lead, and help drive high standards of care, curriculum, and staff development.

Key Responsibilities

Operational Leadership and Compliance

- Support the Nursery Manager in the day-to-day running of the nursery, ensuring compliance with EYFS, Ofsted and safeguarding requirements.
- Act as Deputy Designated Safeguarding Lead (DDSL) and lead safeguarding practice and reporting when required.
- Maintain health and safety, first aid, fire safety and food hygiene standards, ensuring risk assessments are current.
- Support maintenance of the Single Central Record and ensure pre-employment checks are completed.

Curriculum and Quality of Education

- Support the design and delivery of a high-quality EYFS curriculum.
- Lead learning walks, coaching and audits to drive continuous improvement.
- Promote inclusive practice and SEND provision, working with external professionals as required.
- Support continuous improvement and contribute to maintaining high standards and inspection readiness.

Staff Management and Development

- Assist with recruitment, induction and supervision of staff.
- Provide regular supervision, appraisal and CPD; mentor junior staff.
- Plan rotas and manage cover to ensure statutory ratios are maintained.
- Support staff supervision, inductions, mentoring, and performance management.

Parent and Community Engagement

- Lead parent tours and communications in the absence of the Nursery Manager.
- Support admissions, occupancy and positive parent partnerships.
- Manage parent queries and concerns professionally and sensitively.

Business and Administration

- Support budgeting, invoicing and procurement as directed by the Nursery Manager.
- Maintain accurate records and effective use of nursery management systems.
- Support policy review cycles and implementation

Deputising and Leadership

- Deputise fully for the Nursery Manager during periods of absence.
- Role-model excellent practice and promote a positive, inclusive culture across the nursery.
- Lead and motivate staff to deliver outstanding care and education.
- Undertake any other duties appropriate to the role.

Person Specification

Essential Qualifications and Experience

- Full and relevant Level 3 Early Years qualification.
- Level 2 English and Mathematics.
- Up-to-date safeguarding training (DSL or DDSL).
- Paediatric First Aid (12-hour) and Food Hygiene Level 2 (or willingness to update immediately).
- Minimum of two years' experience in a senior practitioner or room leader role within a nursery setting.
- Strong understanding of the EYFS and Ofsted requirements.
- Excellent communication, interpersonal and organisational skills with confident IT use.

Desirable

- Level 4 or 5 Early Years or Leadership qualification (e.g. Foundation Degree, EYTS).
- Experience supporting an Ofsted inspection or registering a new setting.
- SEND experience or qualification.
- IOSH, NEBOSH or equivalent health and safety training.

Skills and Attributes

- Warm, visible and values-led leadership style.
- Ability to build strong relationships with children, families, staff and external partners.
- Highly organised, solutions-focused and resilient.
- Strong commitment to equality, inclusion and continuous improvement.

Safeguarding Statement

This role is subject to enhanced DBS and suitability checks in line with statutory requirements. Ongoing suitability will be monitored. All staff are expected to share a commitment to safeguarding and promoting the welfare of children.