



## JOB DESCRIPTION

The Four Cs MAT is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments involve regulated activity and are subject to an Enhanced DBS disclosure and two successful references. Online searches are carried out on all shortlisted candidates.

**Job Title:** Deputy Nursery Manager  
**Grade:** 9  
**Working Hours:** Monday - Friday - 37 hours a week

### JOB PURPOSE

To be responsible for the day to day management, staffing, organisation and smooth running of the Nursery, ensuring that the best possible environment, care and standard of learning are provided for the children.

**Nursery Details:** Provision for 3-4 years including EYFS curriculum in the Nursery

**Accountable For:** Nursery Staff

### SPECIFIC DUTIES

- To deliver and ensure a high standard of learning, development and care for children aged 3-4 years.
- To work alongside the team to create quality planned provision for the children.
- To manage the day to day activities of the setting.
- To ensure that the nursery is a safe environment for children, staff and others.
- To develop partnerships with parents/carers to increase involvement in their child's development.
- Effectively managing all staff within the nursery.
- Support communication, bookings and finance.
- Support the management of PCC Early Years Team Portal including Nursery Pupil Premium.

### MAIN DUTIES

#### High Standards of Care and Education of the Children

- Overall day to day management responsibility for the nursery, staff and apprentices working within it.
- To be responsible for the efficient running of the nursery and overall delivery of a high-quality environment in order to provide a safe, kind, welcoming, purposeful, stimulating and encouraging environment; where children feel confident, secure and are able to develop and learn through a wide range of appropriate activities.

- To ensure that the nursery provides a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- To have a full understanding of the principles and content of the Early Years Foundation Stage (EYFS) and how to put these into practice.
- Plan an appropriate Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.
- To provide high quality education and learning, by ensuring that staff are properly deployed, and offer appropriate stimulation and support to the children attending the setting.
- To ensure the nursery meets Ofsted requirements at all times.
- To work with other professionals in the local area for the benefit of children and families.
- Demonstrate good practice with regard to SEN and inclusion working with our Early Years SENCO to understand specific targets and educational plans.
- To encourage positive behaviour, self-control and independence through using effective behaviour management strategies and developing children's social, emotional and behavioural skills. To monitor and supervise to ensure all staff are also doing this.
- To ensure all staff understand and work to nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies.
- Take responsibility for planning, which ensures each child is working towards the early learning goals.
- Overseeing the recording and reporting of planning, observation and progression for all children including a full and thorough assessment of the setting against the EYFS.
- To organise and participate in the key person system.
- To conduct staff appraisals and supervisions as appropriate and to identify staff training needs.
- To ensure all records are properly maintained in accordance with the policies and procedures of the school.
- To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- To work in partnership with senior management to update and review the self-evaluation and improvement plan.
- Actively engaging in marketing and advertising in order to develop an excellent reputation for the nursery.
- To undertake any other reasonable duties as directed, in accordance with the nursery aims and objectives.

### Safeguarding

- To ensure that the welfare and safety of children is promoted within the setting and that any child protection concerns are always acted upon appropriately and immediately.

- To advise the Headteacher/ DSL of any concerns eg over children, parents or the safety of the equipment, preserving confidentiality as necessary.
- To promote this message to all staff and ensure staff are vigilant and recording any safeguarding concerns.

#### Staff Management, Team Building and Development

- To be a role model through effective communication skills with children, parents and colleagues. To be open, approachable, professional and friendly. To reinforce and sustain a culture of collaborative and cooperative working.
- To contribute ideas and strategies to help achieve the targets on our Nursery action plan. To take responsibility for monitoring these targets and support the Trust Nursery Operations Leader to take action to ensure they are achieved.
- To lead staff meetings, and attend meetings and training as required.
- To ensure staff awareness of key practices within the Nursery and to ensure staff are following procedures and setting policies at all times.

#### Professional Development

- To attend training courses as required.
- To take responsibility for personal development, playing an active role in identifying and finding ways of meeting the professional development needs of the staff in the setting.
- To actively participate at team meetings, supervisor meetings and appraisal meetings.
- To be proactive in reading materials to keep yourself up to date with recent research and articles about the EYFS curriculum both locally and nationally.

#### Flexibility Clause

Other duties and responsibilities express and implied which arise from the nature and character of the post.