



Nursery Deputy Manager

Person Specification – BR7

Skills and Abilities

- Highly developed interpersonal skills
- Excellent written and verbal communication skills
- Strong numeracy and literacy skills
- Excellent time management skills, with the ability to plan, prioritise, and meet deadlines and targets
- Good ICT skills, including the use of nursery management systems and Microsoft Office
- Strong leadership skills with the ability to motivate, support, and develop a staff team
- Sound business and financial management skills
- A commitment to continuing professional development and keeping up to date with developments in early years education and care
- The ability to work sensitively, positively, and professionally with young children and their families
- Ability to work effectively as part of a team and independently when required
- Confidence in liaising with external agencies and professionals

Knowledge

- Child development for children aged 2–5 years
- The Early Years Foundation Stage (EYFS) statutory framework
- A full working knowledge of Development Matters guidance
- Safeguarding and child protection procedures and responsibilities
- Understanding of equality, inclusion, diversity, disability, and special educational needs (SEND)
- Local and national childcare strategies and current legislation
- Health and safety requirements within an early years setting
- Knowledge of Ofsted standards and inspection expectations

Experience

- Experience of implementing the Early Years Foundation Stage (EYFS)
- Strong experience of using observation and assessment to support children's learning and development
- Experience working with children aged 2–5 years in a nursery or pre-school setting
- Experience in a management or senior leadership role within a nursery/pre-school setting (minimum 2 years)
- Experience implementing safeguarding and child protection procedures
- Experience working within a multi-disciplinary team
- Experience supervising, supporting, and managing a staff team
- Experience creating, reviewing, and updating policies and procedures
- Experience managing budgets and resources effectively
- Experience supporting or participating in an Ofsted inspection
- Experience building positive relationships with parents and carers

Qualifications

- Minimum of 5 years' post-qualifying experience
- Full and relevant qualification equivalent to CACHE Level 3 Diploma in Early Years
- GCSE Grade A*–C (or equivalent) in English and Maths
- A formal management qualification, Early Years Teacher Status (EYT), or willingness to work towards this (desirable)
- Current Paediatric First Aid certificate (desirable)
- Safeguarding training (desirable)

Personal Characteristics

- Approachable
- Committed and reliable
- Empathetic and caring
- Enthusiastic and motivated
- Organised and efficient
- Flexible and adaptable
- Patient and calm under pressure
- Resourceful and proactive
- Professional and positive role model
- Determined and resilient
- A good sense of humour
- A genuine passion for working with children