



Burnt Ash
PRIMARY SCHOOL

Nursery Deputy Manager Job Description – BR7

Main Purpose

- Responsible for supporting the manager with the operational management of the pre-school, ensuring the effective implementation of the Early Years Foundation Stage (EYFS)
- To assist in the management and support of the pre-school staff.
- To ensure that the pre-school is inclusive for children with additional needs and that we adhere to the relevant Codes of Practice.
- To work with partners within the school and the Manager to develop the aims and objectives of the pre-school.
- To establish and maintain effective partnership working with parents/carers.
- To be the SENCO for the pre-school.
- To work in partnership with the school, Children's Centre and all outside agencies for the best possible outcome for the individual child.

Summary of Responsibilities

- To plan, implement and evaluate activities to ensure all children have access to the Early Years Foundation Stage (EYFS) working with the school, and other partners.
- Contribute to completing the Self Evaluation Form relating to the pre-school.
- To liaise with parents/carers to develop positive partnerships.
- To support and advise parents/carers in all areas of childcare both within the pre-school and through outreach work in the wider community.
- To act as a positive role model to promote effective relationships and interaction between the school, staff, parents/carers and children.
- To implement and regularly review pre-school policies and practices within the setting and in liaison with the manager and the school.
- To ensure that all medication for children is appropriately stored and accurately documented by the pre-school staff and administered according to the policies and procedures.
- To maintain and monitor accident, incident and risk assessment records in accordance with Health and Safety policies and procedures.
- To work with the school Inclusion Leader/SENCO regarding any matters relating to children with additional needs and to provide an inclusive nursery provision, ensuring that Individual Education Plans (IEPs) and other individual plans are in place as appropriate
- To promote positive relationships and interaction between staff, parents/carers and children and to chair staff meetings and parent/carer meetings as required.
- To work with Social Care, Health Visitors, Portage, Education Psychology, SIPS Workers, Speech and Language Therapists, Occupational Health and Physiotherapists and other Local Authority Teams.
- To support parents/carers who may have additional needs with literacy or numeracy or English as an additional language and signpost to relevant agencies.

- To have awareness and understanding of Common Assessment Framework (CAF) forms.
- To promote the pre-school in the community, including showing parents/carers around and involvement in local community events.
- To respect confidentiality at all times, both written and verbal with the staff team and with parents/carers and outside agencies.
- To oversee the maintenance of the pre-school and to refer any problems to the caretaker or Headteacher, as relevant, for attention.
- To attend regular supervisory, performance management and team meetings.
- To comply with all statutory school requirements and policies.
- To undertake any other duties as requested by the Headteacher or Manager.