

Young Sussex believes that its success is due to the value it places on its staff. Our staff are committed, motivated and enthusiastic professionals who work as a team to ensure that the nursery provides a safe, stimulating and caring environment for young children.

The details listed in this job description are the principal responsibilities of the post and are not exhaustive. This job description should be read in conjunction with the Young Sussex Staff Handbook and Young Sussex's Policies and Procedures.

The Nursery Manager must ensure that he/she is aware of the requirements of the Statutory Framework for the Early Years Foundation Stage which sets the standards for learning, development and care from birth to five.

Responsible To:

Nursery Manager, Business Manager.

Duties and Responsibilities:

The duties listed below are the shared responsibility of Deputy and Nursery Manager, with the ultimate responsibility being taken by the Nursery Manager. The Deputy Manager is to take on ultimate responsibility for the Nursery Manager's role in the absence of the Nursery Manager.

Children

1. Ensure that all children attending the setting are kept safe and receive rich and stimulating play experiences appropriate to their age and stage of development.
2. Promote the use of informed observation and other strategies to monitor children's activity, development and progress systematically and carefully, and to use this information to inform, plan and improve practice and provision.
3. To follow Young Sussex's policy and procedures on child protection, share statements, and attend core group meetings for children with child protection orders in place.
4. To lead the provision of a high quality environment to meet the needs of individual children from differing cultures, religious backgrounds, stages of development and those with special educational needs
5. To carry out duties with regard to the nursery's equality and special needs policies and procedures.
6. Maintain and participate in the highest level of children's hygiene and cleanliness in sleeping, nappy changing and food preparation throughout the nursery.
7. Ensure that the nutritional needs of the children are met and that Food Safety Regulations are complied with.

People

8. Recruit, induct, support, train and appraise all staff to ensure high quality childcare practice and to develop staff teams and individual practitioners.
9. Ensure that safe recruitment procedures are followed including the required references, DBS checks etc.
10. Undertake or assist in disciplinary/grievance investigations and meetings with regard to staff.
11. To lead practice across the Early Years Foundation Stage (EYFS), liaising with EYT where necessary.
12. To support and mentor practitioners in the skills and behaviours that safeguard and promote good outcomes for children (including those with learning difficulties, disabilities and with English as an additional Language).
13. To motivate staff and be inspirational in making settings fully inclusive.



14. Support practitioners in acknowledging the various influences and transitions experienced by a child from both inside and outside the setting.
15. Encourage practitioners to have high expectations of all children and to demonstrate commitment to ensuring that they can achieve their full potential.
16. Introduce/maintain a positive and proactive culture amongst practitioners in being able to identify and support children whose progress, development or well-being is affected by changes or difficulties in their personal circumstances. Ensuring staff know when to refer them to colleagues for specialist support.
17. To support, advise and manage all staff within the nursery, in the development of effective systems and routines such as observation, assessment and planning, as well as their general day-to-day duties
18. Conduct regular staff appraisals and staff training sessions necessary for continuing professional development.
19. Co-ordinate / lead regular staff meetings, planning meetings and parents meetings and other events including organising agendas and minutes.
20. Identify training needs, develop a training plan and evaluate training undertaken by staff.
21. To communicate and work cooperatively with your team.
22. To provide a cover role across all the nurseries in the absence of any member of staff.
23. Liaise with and support parents and other family members.
24. Establish and promote effective parental partnership and involvement such that their needs and wishes are taken into account.
25. To foster links with other early years providers and attend network meetings.
26. Establish, develop and maintain highly professional working relationships with relevant Local Authority Departments, regulatory bodies and other agencies.
27. Promote and facilitate working in partnership with other early years professionals, e.g. Health Visitors, Speech and Language therapists, Social workers etc.
28. Ensure transfer documents are completed and are sent to linked schools in ample time as well as communicating with new schools and settings regarding the transition of children.
29. Liaise with, and share information with other settings attended by your nursery's children.
30. To assist in the development and support of other members of staff by sharing your knowledge and experience to the benefit of the nursery as a whole.
31. Positively promoting developments in the nursery's childcare policies and procedures to team members.
32. Be responsible for first aid in the setting.
33. To delegate duties effectively and fairly within the team.
34. Monitor the administrative duties performed by your team and manage and support them in their completion.
35. To work effectively with the Business Manager, Nursery Manager and other managers, taking on additional responsibilities/duties.
36. Attend all relevant training required to carry out the role of deputy nursery manager, as well as any subsidiary roles (e.g. Fire Marshall, Equal Ops Co-ordinator etc.)

Premises and Resources

37. Take responsibility for standards of health & safety, hygiene, security, cleanliness and tidiness throughout the nursery setting.



38. Promote high standards of quality within the nursery regarding the environment and resources for children, experiences offered to children and planning and record keeping.
39. Take responsibility for the care of toys and resources, ensuring they are stored appropriately.
40. Be fully aware of all emergency and security procedures e.g. fire precautions, security, dropping off and collection of children.
41. Oversee, with the EYT, an annual resource audit to plan for future resources suitable for children's ages, interests and abilities taking account of diversity and promoting equality and inclusion.
42. Ensure that the nursery is suitably stocked with the required consumable, sourced at the best available price.
43. Promote and manage the environmental standards of the nursery to minimise the wastage of resources, consumables and utilities (water, electricity, gas, telephone etc.).

Administration

44. Be responsible for all administrative duties associated with the management of the facility, such as, maintaining records on children and families, ordering equipment, maintaining inventories and keeping personnel records.
45. Ensure all legislation in relation to regulatory bodies, inclusion, safeguarding and health and safety is complied with and that company policies and procedures are adhered to and implemented.
46. Comply with the statutory framework for the EYFS, relevant legislation including the Children Act 1989 and 2004 and company policies and procedures at all times.
47. Implement risk management within the nursery. Audit, evaluate and manage risk and ensure that any actions are passed to staff and implemented immediately.
48. Promote the nursery to current parents and potential customers.
49. Be responsible for producing and distributing accurate invoices, including funding management.
50. Be responsible for the collection of fees.
51. Use the computer effectively for storing information through the nursery software system.
52. Supply accurate monitoring information.
53. Maintain accurate staff records including incidental/temporary staff and students.
54. Maintain accurate financial information for the nursery and produce management information for the Business Manager according to company procedures.
55. Administer, monitor and report petty cash and other budgets and maintain petty cash systems.
56. Prepare salary and end of month information monthly.
57. Manage time, and that of the deputy to ensure that tasks are carried out in a timely and efficient manner, and deadlines are met.
58. Facilitate inspections by regulatory bodies and implement any recommendations.
59. Assist, support and advise on the production of visual aids and learning resources.
60. Ensure regular room meetings outside working hours are arranged by room leaders and attended by room staff.
61. Work with the EYT to develop quality improvement and action planning through the quality assurance schemes
62. To work with the other senior managers in continually evaluating and improving our provision and outcomes for children.

General



63. Effectively manage the day-to-day running of the nursery including financial operations.
64. Developing the EYFS practice and supporting managers, deputies, practitioners and parent to implement the EYFS through the setting.
65. Ensure good communication between all users of the nursery.
66. Remain abreast of current developments in childcare and education policy and practice.
67. To be aware of the high profile of the nursery and to uphold its standards at all times, maintaining a smart and tidy appearance, within and outside the nursery.
68. Never to act in a manner which might prejudice the good reputation of Young Sussex, and to maintain confidentiality at all times.
69. To behave in a helpful, positive and willing manner during the working day, acting as a positive role model to all, including children, staff and parents.
70. Any other duties as required by Young Sussex.



Person Specification - DEPUTY MANAGER

Job Requirements

Ess Des Evidenced through

Qualifications

Minimum NVQ Level 3 in Child Care & Education or equivalent	x		Application Form/Certificates
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Experience

Experience of working with 0-5 year olds	x		Application Form/References
Experience of senior responsibility	x		Application Form/References

Competencies

Knowledge of curriculum planning	x		References/Interview
Ability to formulate operational plan		x	Interview/Application Form
Knowledge of Regulatory Body	x		Interview/Application Form
First Aid Certificate		x	Certificate/Application Form
Ability to plan rotas	x		Interview/Application Form
Ability to manage and monitor staff, especially new staff and students, including leave and absence	x		Interview/Application Form
Ability to ensure effective child development monitoring	x		Interview
Experience of administrative recording systems	x		Interview
Experience of recruitment, interviewing, monitoring staff development and evaluating training needs		x	Interview/Application Form
Knowledge of Health & Safety	x		Interview
Knowledge of regulations in relation to Child Protection/Safeguarding Children	x		Interview/Certificate
Knowledge of additional support needs	x		Interview/Certificate
Food Hygiene Certificate		x	Certificate/Application Form
Understanding or appreciation of the importance of equal opportunities in the workplace	x		Interview/Application Form
Experience of managing complaints procedure	x		Interview
Experience of managing grievance and disciplinary matters		x	Interview
Ability to organise and lead staff meetings	x		Interview
Ability to promote the Nursery		x	Interview
Numeracy equivalent to Maths GCSE grade C or above		x	Interview/Application Form
Literacy equivalent to English Lang. GCSE grade C or above		x	Interview/Application Form
Computer literacy equivalent to Information Communication Technology GCSE grade C or above		x	Interview/Application Form
Ability to manage budgets effectively	x		Interview/Application Form

Personal Attributes

Effective communicator – written and oral	x		Interview
Neat and professional appearance	x		Interview
Professional approach to parents	x		Interview
Competence to work to Regulatory Body Standards & Company Policies	x		Interview
A commitment to support the Management team	x		Interview/Application Form
Two References	x		Interview/Application Form