

Newton Westpark Nursery
Tennyson Avenue
Leigh
WN7 5JY
Tel: 01942 606834



Job Profile – Deputy Nursery Manager

Job purpose:	To manage high quality provision for children aged 2-4 years in line with current legislation and local initiatives. The post holder will act as a key worker for children within the setting. If required to deputise for the Nursery Manager in their absence.
Reporting to:	Nursery Manager
Responsible for - Staff	Supervision of room/play leaders, play/childcare workers
Liaising with:	Children, parents/carers other members of staff
Disclosure level:	Enhanced
Legal Issues:	Legally entitled to work in the UK
	Subject to Health Declaration and Local Authority checks

Key Responsibilities

- In the absence of the manger to be responsible for the day to day management of the setting, including supervision of children and staff.
- Responsible for key worker pupils – working in unison with Room Leader including planning and assessing
- To implement agreed work programmes with individuals or groups of children, maintaining good order and adhering to all health and safety legislation.
- To establish an appropriate learning environment.
- To provide personal care and respond to hygiene needs if required.
- To be responsible for the preparation and maintenance of equipment and materials necessary for the relevant activity.
- To establish constructive relationships with children, interacting with them according to their individual needs.
- To monitor children's responses to learning activities, record progress and achievement and update records.
- To be responsible for inclusion and acceptance of all children & lead as SENCO
- To administer first aid if required.
- To comply with polices and procedures relating to child protection, health and safety, confidentiality and data protection, reporting any concerns to management and to complete all necessary paperwork as necessary.
- To work in partnership with parent/carers, school staff and other professionals.
- To attend and participate in meetings with parents/carers, managers and other staff.
- To assist with day to day administration, record keeping and ordering and purchasing of relevant stocks.

Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal development in the relevant area.

To participate in the staff review and development appraisal process.

Health and Safety Training

To undertake Health and Safety Training on areas within your area of work.

Person Specification / Selection Criteria

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working with children, young people and families in a formal childcare setting.	E		A, I, R
Experience of staff supervision	E		A, I
Experience of planning and assessing children's progress in accordance with the EYFS	E		A, I
Experience of working with ofsted during the inspection process		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
NVQ level 3 or evidence of the equivalent QCF credit value in play work/childcare/ or equivalent	E		A, I
SENCO or willingness to undertake		D	A, I
Commitment to undertake further relevant training	E		A, I
First Aid Certificate (paediatric) or willingness to undertake	E		A, I
Basic Food Hygiene Certificate or equivalent or willingness to undertake		D	A, I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of current Government legislation relating to early years and childcare.	E		A, I
Knowledge of relevant legislation, current policies and codes of practice	E		A, I
Knowledge and understanding of equality and diversity	E		A, I
Knowledge and understanding of safeguarding, health, safety and security, confidentiality and data protection	E		A, I
Understanding of Health and Safety policies and procedures	E		A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to communicate with and relate well to children and adults	E		A, I
Ability to work under supervision and as a team member	E		A, I
Ability to liaise and work with outside agencies	E		A, I
Effective record keeping and report writing skills	E		A, I
Ability to facilitate meetings	E		
Ability to supervise staff	E		
Ability to work in accordance with health and safety policies	E		A, I
Ability to deal with minor injuries	E		A, I
Ability to prepare simple snacks and/or meals	E		A, I
Ability to use IT to support learning	E		A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I

End