



Deputy Nursery Manager

Job Description

hdc VALUES

Personal

We treat children, families and staff as individuals and take pride in developing caring and supportive relationships.

Personalised care and education are at the heart of our provision, we believe that the children's happiness, fun and laughter are key ingredients.

Professional

We are a learning organisation that is at the forefront of improving the quality of our childcare provision.

We set high standards for professional conduct and practice and aim to achieve excellence in all areas.

Nurturing

Children's progress and well-being, as individuals, is our primary emphases.

We believe that a healthy lifestyle is essential to achieving a healthy sense of well-being, this is supported by our whole team.

Our promise to you

Purpose of the Post

- Fulfilling duties as the Deputy Designated Safeguarding Lead for the setting, to promote the safeguarding and welfare of the children, staff and parents and carers.
- To work under the direction of the Nursery Manager.
- Support the aims and set objectives of Humpty Dumpty Childcare and assist in the organisation of a high-quality establishment for children from birth to 5 years.
- Provide high standards of childcare and education by monitoring and reviewing children attending the nursery. This includes providing a safe, caring environment to enable the emotional, social and educational development of children, through individual attention and group activities.
- To direct and support staff as agreed by the Nursery Manager.
- Reflective approach and commitment to improve all aspects of practice, staff and self-development to endeavour to achieve Ofsted 'Outstanding'.

Terms and Conditions

- This role reports to Nursery Manager.
- Terms and conditions relating to your employment with Humpty Dumpty Childcare is include in the staff handbook.
- The offer letter includes your normal working hours, salary or hourly rate of pay and holiday entitlement.
- Lead and inspire a team of professional workers and to ensure good practice.

Main Duties

Team Management, Mentoring and Administration Duties

- The safeguarding of children and young people in the workplace is paramount. The Deputy Nursery Manager must ensure that all staff, volunteers and visitors observe setting policies and procedures to keep children safe from harm.
- The Deputy Nursery Manager will assist in the day to day running of the nursery ensuring the provision of a caring, safe, secure and stimulating environment, meeting minimum 'Outstanding' Ofsted requirements.
- Lead and inspire a team of professional workers and to ensure outstanding practice.
- Promote a shared sense of direction, pride and energy within a consistently outstanding practice model.
- Assist the Nursery Manager in setting objectives and policies for the nursery, ensuring that all staff work within the shared ethos and the policies and procedures as stated in the Operational Policy document.
- Assist in the production of and then implement action plans to develop the nursery, communicating them to the team to reflect any legislative or company changes to practice.
- Confidently communicate any changes to policies, procedures or work practice as required to staff. Monitor and assess their implementation of the changes.
- Input information on Family and monitor staff use.
- To assist in the sign off of staff timesheets on Family.
- Assist in the planning and organize staff schedules to ensure adequate staffing levels are maintained in accordance with Ofsted guidelines and HDC Procedures.

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- Aid the Nursery Manager with administrative procedures including registration, place allocation, and other related matters, including ensuring confidentiality of all data.
 - Be responsible for the Health and Safety standards appropriate for the needs of young children, ensuring high standards of hygiene and cleanliness are maintained and ensure staff awareness and compliance: including awareness of fire drill and evacuation and all emergency procedures and associated paperwork.
 - Assist with staff development and training; mentoring staff which will include informal reviews, meetings, coaching, staff changing roles or disciplining as appropriate and setting SMART targets.
 - Undertake staff supervisions in line with the company supervision policy, providing comprehensive feedback to Senior Nursery Manager and the Managing Director.
 - Work in partnership with the Nursery Manager to undertake staff performance reviews.
 - Work in partnerships with the Nursery Manager and Room Leaders to perform termly peer on peer observations.
 - Observe staff team daily to ensure quality interactions between colleagues, children and families.
 - Review and observe staff implementation of the observation and assessment cycle.
 - Work with the team in the Deputy Manager's base room to ensure that staff team feel emotionally supported.
 - Assist the Nursery Manager with induction training of new staff, return to work staff, apprentices and students in line with Company policy.
 - To attend staff meetings, planning meetings and training sessions outside normal working hours.
 - Work in partnership with the Nursery Manager to recognise, celebrate and reward the work that your team or individuals do.

Working With Children

- Actively promote and support the safeguarding of children and young people in the workplace, ensuring that all staff, volunteers and visitors observe setting policies and procedures to keep children safe from harm.
- Work in partnership with the Nursery Manager to ensure all staff have a clear understanding of Humpty Dumpty Childcare's child protection, safeguarding, SEND, equal opportunities and confidentiality policies.
- Assist with the development and implementation of systems to monitor and record child development.
- Monitor the implementation of planning and associated reporting requirements to enable the nursery manager to hold comprehensive developmental progress information for each child.
- Review the observations and assessments completed by staff for content, sufficiency and accuracy.
- Monitor the accuracy and content of all reports provided for families and information shared at Parent's evenings.
- Ensure that all staff understand British Values and are regularly including them in planning.
- Ensure that continuous improvement is ingrained within the nursery through the monitoring of quarterly action plans and personal and room staff CPD.
- Liaise with parents/carers, other family members and staff to help ensure that the needs of children are met, and that parental choice is considered in terms of care given to include EAL/SEND needs.
- Work in partnership with other early years providers including childminders nurseries where there is shared care or other agencies involved with the care and development of the child.
- Maintain a high-quality environment to meet the needs of all individual children, including those from differing cultures, religious backgrounds and stages of development.

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- Ensure that children are emotionally supported.

Customer Service

- Promote the high standards of Humpty Dumpty Childcare always to parents and carers, staff and visitors with regard to safeguarding of the children in our care.
- Undertake high quality and professional 'show arounds' to parents and carers around the setting facilities when required to do so.
- Prioritise meeting and greeting children, parents and staff, and monitor the quality of staff interactions with families on drop off and collection times.
- Ensure that professional working relationships, built on trust, are fostered with all families who have children attending the nursery.
- Be available to families throughout the day ensuring that all questions/queries are responded to within 24 hours.
- Be confident to discuss all aspects of the service offered, including new initiatives.
- In conjunction with company marketing plans, assist the Nursery Manager with the production of nursery specific newsletters, Facebook timeline or blogs to inform parents and carers about any changes or events and general information about the nursery.
- In conjunction with information relating to staff issues, assist with the production of staff communications to keep them up to date with all expectations, changes, new initiatives.
- Plan and deliver effective staff in-house training as required when required, working with the Nursery Manager or Senior Nursery Manager to do so.
- Ensure that the quality of the food is of a very high standard when served.

Business and Marketing Responsibilities

- Promote the aims and objectives of Humpty dumpty Childcare, both within the nursery and by attending training sessions, local events, etc.
- Follow the internal enquiries procedure, including showing families around the nursery.
- Proactively support the company business plan to achieve occupancy rates of 80% and profitability.
- Ensure that all staff meet or exceeds the quarterly targets assigned to the nursery.
- Liaise with outside agencies as required to ensure that all staff are generating suitable materials on a weekly basis to promote the nursery and its core values via social media.
- Report any issues with the upkeep or maintenance of the building, equipment, furnishings and fittings to the Nursery or Facilities Manager.
- Assist with the management of all spending remaining within the budgets set for the nursery.
- Ensure that staff adhere to the contents of Humpty Dumpty Childcare Staff Handbook and monitor compliance with the requirements detailed in the handbook
- Undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time

Person Specification

Skills, Aptitude, Knowledge and Experience	
Essential	Desirable
<ul style="list-style-type: none"> • Maintaining the safeguarding of children in our care. • Experience in managing staff, motivating and inspiring teams and individual staff members. • Ability to manage challenging or disruptive situations including disciplining staff. • An understanding of staff induction, supervision and appraisal processes. • Previous experience of caring for, or working with children aged 0-5 years. • A commitment to the provision of high quality childcare with an interest in the care, learning and development of young children. • In-depth knowledge of the EYFS. • Ability to provide a wide range of varying activities, indoors and outdoors to support children's developmental progress. • Working knowledge and understanding of the software system. 	<ul style="list-style-type: none"> • Understanding of the Ofsted inspection criteria. • Proven administrative experience, including handling confidential staff and child records. • A positive approach to learning and gaining new skills through teamwork and training opportunities. • Previous experience and/or knowledge of multiagency working. • In-depth knowledge and understanding of Humpty Dumpty childcare policies and procedures.

Personal Qualities	
Essential	Desirable
<ul style="list-style-type: none"> • Caring, friendly, approachable, open, inclusive, welcoming and personable. • Enthusiasm for working with young children. • Good organisational, record keeping and planning skills. • Excellent written and verbal communication skills, with colleagues, parents, carers and children. • A positive approach to inclusive practice, with children, colleagues, parents and carers. • Ability to maintain confidentiality. • Punctuality. • Patience. • Reliability and trustworthiness. • Leadership and management skills. • Able to work in and lead a professional team. • Ability to promote and market the service. • Ability to action plan and respond to new initiatives. • Ability to work independently using own initiative. 	<ul style="list-style-type: none"> • Flexibility – occasionally working hours might be changed, e.g. if the setting hosts a Parent's Evening. • Ability to undertake independent research to keep up to date with all changes within the Early Years sector.

Qualifications and Knowledge

Essential

- Completion of Safeguarding Awareness (Group 2) course within last 3 year.
- Considerable, proven experience of working within a childcare setting.
- Completion of a full and relevant Level 3 Childcare qualification.
- A positive approach to gaining further qualifications.
- Understanding of the importance of Health & Safety and Food Hygiene in the workplace.

Desirable

- Completion of Safeguarding Awareness (Group 3) course.
- Food Hygiene certificate.
- Understanding and working knowledge of Makaton.
- In date paediatric first aid certificate