

Deputy Manager Job Description

Reports to: Day Nursery Manager



Summary: To provide high quality care for children aged 1 – 3 years, under the direction of the Day Nursery Manager and Parents' Committee. To actively support the work of the company at both the Day Nursery and Nursery School.

Main Duties and Responsibilities

- 1.** Promote safeguarding and the welfare of all the children, adhering to statutory obligations.
- 2.** Be responsible, alongside the Manager and Forest School Manager, for supervising staff and students within the Day Nursery, ensuring and promoting good practice in line with the policies and procedures, and to maintain the smooth running of the nursery at all times.
- 3.** Work closely with the Forest School Manager to manage the smooth running of the playroom, creating an inviting environment in which the children can develop at their own pace and make progress.
- 4.** Work closely with the Manager, Forest School Manager and staff team to provide and ensure high standards of care, learning and development are achieved for all children, in line with the Early Years Foundation Stage.
- 5.** Take on the role of key person and support staff with observations, assessments and planning.
- 6.** Provide a caring and stimulating environment in which the children are safe, thrive and learn. Empower children to think critically, to consider how they can keep themselves safe and to encourage them to build confidence to take reasonable risks.
- 7.** In the manager's absence, maintain the smooth running of the nursery.
- 8.** Attend and lead staff meetings and any relevant training outside of nursery hours as required.
- 9.** Monitor and evaluate the standards of teaching and learning through leading regular staff supervisions.
- 10.** Be the designated lead for Health and Safety and Behaviour Management.
- 11.** Place and monitor orders for art/craft and cleaning resources.
- 12.** Be a good role model for other staff when dealing with the children, parents/carers and outside professionals.
- 13.** Respect and value each member of staff and the working environment.
- 14.** Act as an ambassador for the Day Nursery in all external contacts with prospective parents, the local authority, early years personnel and Ofsted inspectors.

15.Show support for committee social events throughout the year.

16.Maintain a high level of confidentiality and professionalism.

17.Have key holder responsibility for opening and closing the Day Nursery.