**Deputy Nursery Manager**

**Fixed Term until December 2025**

**Full Time, Maternity Cover**

**Up to £32,287 p.a**

We are seeking a passionate Full time Deputy Nursery Manager to join our growing 90-place nursery based in Epsom, Surrey.

This role is maternity cover due to start April 2025 and is fixed term until December 2025 or until the postholder returns.

Our 90 place recently extended Nursery is situated in a beautiful location which features fantastic room sizes based on one floor along with two garden spaces for the children to access in all weathers.  There is also a sensory room and soft play room.

You will be an inspiring practitioner joining an established Nursery with a recent GOOD Ofsted rating.  With a genuine passion and enjoyment for working with children you will have a shared vision with the Head of Nursery to give our children the best possible care and education.

We have a well-established team, with many staff remaining at our nursery for over 10 years.

If you think you have the skills and ability to support the Head of Nursery to make a nursery a huge success, we would love to hear from you. We consider applications as we receive them so it’s a good idea to apply right away to ensure your considered for the role.

**Benefits:**

* Free parking on-site, 5-minute walk from Ewell East Station and great transport Links
* Free hot lunchtime meals
* Opportunity to do a Leadership and Management qualification on site.
* Discounted Starbucks, modern hair and beauty salon, on-site gym, sports hall, fitness class, osteopathy and day nursery
* Free online qualifications
* Free uniform provided
* 2 early closures in Summer and a Christmas 1pm finish
* Home form Home environment, private day nursery
* Wellbeing support
* NEST Pension

At Nescot, we’re proud of our inclusive culture and we welcome all applications.

*This role is employed through Nescot Enterprises Ltd, a wholly owned subsidiary of Nescot which operates different terms and conditions.*

**Closing date is Sunday 5 January 2024**

**Interviews will be as and when candidate apply**

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*We reserve the right to close this role sooner\**

**Job Description**

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| **Position Details:** | |
| **Title:** | Deputy Nursery Manager (maternity cover) |
| **Department:** | Nestots |
| **Fraction:** | 1 |
| **Status:** | Fixed Term until Dec 2025- maternity cover |
| **Grade:** | Grade 6 |
| **Child/Vulnerable Adult Contact:** | Yes |

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| **Reporting / Department Details:** | |
| **Responsible to:** | Head of Nursery |

**Functional links with:** Chief People Officer, finance, ELT

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| **Job Purpose:** |
| * To ensure responsibility for the effective daily management of the nursery alongside the Head of Nursery, to have a sound knowledge of all Nursery policies, procedures, statutory welfare requirements and Ofsted expectations and requirements, and to ensure that these are maintained at all times. * To deputise for the Head of Nursery when the Head of Nursery is not present in the Nursery * To be a role model to the staff team. Be able to showcase high quality practice with regards to individual and group work with children, dealing with staff and parent issues as they arise. * To take responsibility alongside the Head of Nursery for the safety, security and well-being of all children, staff and visitors at all times. * To support the Head of Nursery to ensure that safeguarding procedures are followed in line with Local Authority and Nursery procedures. * To ensure the EYFS is promoted and delivered within the setting and its principles adhered to * To support the Head of Nursery in leading the nursery to reach an Outstanding grading with Ofsted. * To contribute to a rigorous action plan that supports the development of areas set out in the Ofsted Plan. * To embrace, understand and promote Nestots and to understand the role you play as a member of the management team in providing high levels of care and education. |

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| **Main Duties and Tasks:** | |
| * To support the Head of Nursery in ensuring a high quality of education and childcare by following Ofsted requirements as set out in the Statutory Framework of the Early Years Foundation Stage. * To be a regular presence in the nursery rooms, engaging with staff and parents/carers whilst ensuring the expected levels of practice are consistently applied and fully embedded at every level. * To lead and role model best practice and high standards of behaviour with the staff team, ensure the nursery staff are developed, and continually reflect on practice to identify and drive continuous improvement. * To be proactive in marketing the nursery in a positive way through show arounds and management of enquiries. * To support the Head of Nursery to plan, oversee and implement an excellent programme of play and educational activities within the EYFS framework to ensure that the children develop to their full potential and that individual needs are met. Ensure that programmes encompass the opportunities that the campus and surrounding areas offer. * To support the Head of Nursery in creating a positive, inclusive, secure and happy atmosphere for the children within a stimulating, attractive and safe environment, that ensures all their individual needs are met. * Establish and maintain excellent relationships and channels of communication with parents/carers, ensuring they are kept informed in appropriate and timely ways of developments in the Nursery, their children’s progress and development. To support the Head of Nursery in running regular parents’ evenings and other open events to establish a broad range of opportunities for parents/carers to be involved in Nursery activities. * To be the Deputy Designated Safeguarding Lead at the nursery and support the Head of Nursery as Designated Safeguarding Lead in the day-to-day management of safeguarding and child protection policies in the nursery. When the Head of Nursery is absent to deputise as the Safeguarding Lead * Support the Head of Nursery in identifying and implementing the commercial plans and strategies to deliver growth in the nursery. * To play a key role in marketing the Nursery to prospective parents, working closely with the Marketing team. * To support the Head of Nursery in developing and maintaining the Nursery admissions policies and procedures including the operation of waiting lists, communication with prospective Nursery parents and induction programmes for new entrant children. * To support the Head of Nursery in the development and maintenance of a satisfactory record systems as required by the EYFS curriculum. * To assist in the management and coordination of the preparation for external quality audits, including Ofsted action plans and inspections. * To maintain high standards of food hygiene taking into account special dietary requirements for each child and ensuring that current high standards of food hygiene are maintained * To liaise with the Early Years curriculum staff and managers within the College to share good practice and promote the Nursery as a first choice as a place for students to work. * To develop and maintain effective relationships with local authorities, external agencies and professional bodies associated with early years provision and with appropriate College staff. * Working with HR to ensure the nursery is fully recruited with suitable qualified people, encouraging a diverse workforce, and ensure they are comprehensively inducted, trained and supported. * Promote a positive culture, values, and behaviours, to drive customer and client satisfaction and employee engagement and performance. * To support the Head of Nursery to complete effective performance reviews and ensure completion of supervisions for all staff and to ensure performance management frameworks are effective and in place. * To order and maintain equipment and resources in the Nursery with management approval * To liase with the Estates Department, that all maintenance and building requirements are dealt with promptly in order to comply with Health and Safety requirements. * To always reinforce Nursery policy and procedures and deal with any breaches swiftly in an appropriate manner. * To mentor the new staff and Apprentices to ensure a full induction and ongoing regular contact, offering any support and guidance as required. * Mentor and lead the Nursery Team alongside the Head of Nursery and offer support and guidance as required. * To promote and initiate ideas to maintain employee engagement. * To work alongside the Head of Nursery to support effective staff deployment and costs. * Continually motivate and develop the staff team within the nursery through effective role modelling, spending time in rooms throughout the setting. * Ensure the nursery is seen as an ‘Employer of Choice’ internally and externally. * To take agenda items at Staff Meetings. * To recognise and reward Outstanding practice within the nursery. * Promote equality and diversity within the nursery, challenging any behaviour which does not support our Inclusive Practice and Equal Opportunities Policy.   **Childcare**   * Reflect on daily practice and identify areas for continual improvement. * To promote and encourage all practitioners to safeguard children, and support staff to have a sound awareness of the Safeguarding Policy, both College and Local Authority procedures. All staff must understand their role in safeguarding children. * To ensure that all children are treated as individuals and that we are supporting this through our approach to planning in line with the EYFS. * To work in partnership to ensure standards are continuously being met in line with Ofsted requirements and the EYFS. * To support the Head of Nursery in meeting identified development needs * As a Management Team, to oversee planning and children’s developmental records and ensure that they reflect their individual progress and are up to date. * Ensure that settling-in and transitions are well managed for all children, ensuring they are communicated to parents, carers and colleagues. * To lead on all aspects of inclusive practice, behaviour management and special educational needs within your team, liaising with the appropriate representatives. * To work alongside the Head of Nursery to establish effective partnerships working with children, families and the wider community. Continuously looking at ways to build relationships with external agencies. * To ensure effective communication with staff and families through participation in staff meetings, parents evenings and any further events held by the nursery. * Deal with any parent/carer issues or concerns in a timely manner, escalating any issues to Head of Nursery as necessary. * Implement and establish an effective Key Person approach within the setting.   **Environments**   * To work alongside the Head of Nursery to be responsible for Health & Safety policies and procedures at nursery. * To support the Head of Nursery to ensure all paperwork is completed correctly. * Check premises daily and remove or action any potential hazards. * To ensure the health & safety of all staff, children and visitors by ensuring policies on security and safety are adhered to at all times e.g. ensuring visitors have signed in and ID checks have been carried out. * Support the Head of Nursery to deal with maintenance concerns and keep an ongoing record of this. * Oversee that all staff develop an enabling environment that is child-led, using both indoor and outdoor spaces effectively. * To ensure that you have an excellent understanding and have a working knowledge of all aspects of Health & Safety e.g. Risk Assessments, COSHH etc. * To promote good hygiene practices in the nursery and maintain high standards of cleanliness.   **Sustainability**   * To support business decisions made by Head of Nursery to ensure sustainability is maintained. * To work in partnership with the Head of Nursery to ensure that the nursery is effectively marketed and that you act as an advocate for the setting. * Have an underpinning knowledge of the nursery management software system and ensure that it is always up to date in the absence of the Head of Nursery * To lead on excellent levels of customer service to all visitors. * Work in partnership with the Head of Nursery to ensure that debt is managed effectively and parents are spoken to as required. * To ensure there is an effective tool used to evaluate your progress e.g. Action planning.   **Genera**l   * Ability to calmly and effectively lead the nursery setting in times of emergency in the absence of the Head of Nursery. * Abide by the College Code of Conduct and all other Policies and Procedures at all times, maintaining a professional approach, behaviour and confidentiality at all times. * Act as a representative of your nursery and the College, promoting a professional image at all times. * To have awareness of any legislation relating to your role. * Ensure all correspondence is dealt with promptly and professionally within a reasonable time frame. * Show a willingness to undertake additional roles to meet the needs of the nursery, children and colleagues. * Keep your job knowledge up to date through Nursery and external training, showing a commitment to professional development. * Any other duties as required by the Head of Nursery | |
| **Personal Development:** | |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and on going staff development in line with Nescot’s aims. * Carries out the Annual Performance Review Interview for those staff who report to the post, to ensure their continuing staff development * To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates. | |
| **Equality and Diversity and Nescot Values:** | |
| * It is the responsibility of the post holder to promote equality and diversity, Nescot Enterprise values and recognition of diversity throughout Nescot Enterprises. * To follow and adhere to Nescot’s Equality and Diversity policy at all times. * The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to equality and diversity and Nescot Enterprise values. |
| **Safeguarding and PREVENT Responsibilities:** | |
| * It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within Nescot Enterprises. * The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students. | |
| **Additional Duties:** | |
| * To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within Nescot Enterprises at the initial place of work or any other of the College Group sites within the area. | |

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| **Health and Safety:** |
| * Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with Nescot Enterprises on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare. * Copies of Nescot Enterprises Health & Safety Policy are available on sharepoint * To take responsibility for the management of health and safety within the areas managed in accordance with NEL Health and Safety Policy and the Management of Health and Safety at Work Regulations 1999 (or any superseding legislation). To work proactively with the College Health and Safety Officer to ensure a safe working environment for students and staff. Managers have a responsibility to ensure that industry/faculty specific health and safety advancements and procedures and implemented and adhered to by all users.  |  | | --- | | **Terms and Conditions of Nescot Enterprises Ltd:** | | * Please note that this is a post under Nescot Enterprises which has different terms and conditions to that of the College | |
| **Annual Leave and Hours of Work:** |
| * Full time hours of work are 37.5 hours per week, normally worked Monday – Friday 8.45 am – 5.15 pm. * For full time staff annual leave is 25 days plus Bank Holidays plus 3 efficiency days taken at Christmas when the College is closed for 2 weeks. Please note that it is expected that post holders will take their annual leave at times convenient to the department and its students, which will normally therefore be at times when students are not in College.  |  | | --- | | **Pension** | | You have the right to join the NEST scheme and you will be automatically enrolled into the NEST Government Workplace Pension Scheme should you meet the required criteria of an eligible job holder. You may elect to opt out if you wish. |   This job description is current as dated. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.  UPDATED BY: Head of Nursery Date: November 24  UPDATED BY: HR Date: November 24 |

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| **Person Specification – Deputy Nursery Manager** | | | | |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Working in collaboration with colleagues and the Head of Nursery/Deputy Manager in achieving positive working relationships through effective communication leadership and guidance and the support of all members of the nursery team.  A strong record of on-going training and/or professional qualifications since qualifying  Proven experience of working in early years education settings with successful management leading to ‘Good or Outstanding’ regulatory inspection outcomes  Strong decision-maker, with the proven ability to work as part of a larger team to ensure essential day to day tasks are completed in line with nursery demands ie. Hygiene standards and room preparation.  Experience of proving support and leadership to a staff team to enable staff in fulfil their roles, responsibilities and legislation duty in relation to safeguarding children.  Experience of working in partnership with parents and outside agencies.  Leading teams through coaching and mentoring  Experience of budget management, efficient staff deployment and rostering programmes and ICT knowledge  Knowledge of Local Authority and Regulatory requirements and inspection processes across the UK  Coaching and mentoring experience.  Experience of food preparation and the completion of relevant training linked to food management | A/I  A  A/I  I  I  I  I  I  I  I  I |  |  |
| **Skills and Abilities** | Able to manage workload and manage time effectively to deliver the desired results  Competent in using Tapestry nursery software  Able and competent user of college ICT systems and have the willingness to learn and develop ICT skills  Have a detailed understanding of the requirements set by Ofsted.  Good time management skills  Excellent knowledge of EYFS  Experience of Ofsted inspections  Working as part of a wider management structure within the Nursery | A/I  I  I  I  I  A/I  I |  |  |

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| **Qualifications** | Full and relevant level 3 qualification (essential)  12 hours paediatric first aid and first aid at work (essential)  Relevant safeguarding/child protection training undertaken and a willingness to update training regularly (essential)Evidence of continuous professional development | | | A  A  A | Undergraduate or Foundation Degree in Early Childhood Studies or other relevant subject  EYPP/EYTT or QTS post graduate status  Level 2 Food Hygiene or equivalent training and compliance in food management | | A  A  A |
| **Personal Qualities** | Able to communicate clearly with adults and children using a variety of techniques (oral and in writing)  Able to deal professionally with parents' complaints  Ability to lead and inspire colleagues to achieve the highest standards or care and education.  Highly motivated and driven, achieving positive impact and meeting deadlines  Ability to build trust and develop cohesive teams – strong empathy to understand child and parents view, clear expectations and fair-minded  An excellent knowledge of the EYFS and experience of working with children and families.  Strong people skills and previous experience of 3rd in charge  Extensive knowledge of Safeguarding.  Supporting team development.  Working in partnership with parents.  Has awareness of equality and diversity and NEL Values which is promoted within your role  Commitment to continuing professional development  Commitment to safeguarding, PREVENT and promoting the welfare of learners  The required health and physical capacity to carry out the relevant administrative activities, after NEL has made such adjustments as may be required under the disability provisions of the Equality Act 2010  Commitment to energy management and sustainability | | | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  M  A/I |  | |  |
| **KEY** | | | | | | | |
| **A** = Application Form | | **I** = Interview | **O** = Observed Teaching Session | | **T** = Test | **M** = Medical Questionnaire | |