

# Job Description



**JOB TITLE:** Deputy Manager  
**LOCATION:**

**REPORTS TO:** Manager  
**MANAGER:**

<b>Job Purpose</b>
<ul style="list-style-type: none"><li>• To support the Manager of the Nursery in the effective and efficient running of the Nursery.</li><li>• To support and lead the Room Leaders within the setting to deliver consistent leadership across all rooms.</li><li>• To ensure all policies and procedures in line with Company Policy, along with all aspects, legal and guidance, of The Early Years Foundation Stage and Ofsted's Registration requirements are met at all times.</li><li>• To be an ambassador for Stars Day Nurseries.</li></ul>
<b>Skills and Qualities</b>
<b>Essential</b> <ul style="list-style-type: none"><li>• Passionate about Stars Day Nurseries.</li><li>• Presentable.</li><li>• Shows initiative.</li><li>• Leads and motivates a team.</li><li>• Engages and supports parents and families.</li><li>• Manage and organise time effectively.</li><li>• Professional in all approaches.</li><li>• Ability to use an online journaling system.</li><li>• Can work in a team and independently.</li><li>• Self-motivated and enthusiastic.</li><li>• Positive 'can do' attitude.</li><li>• Ability to work under pressure.</li><li>• Prepared to work flexibly (some evenings and weekend required).</li><li>• Reliable.</li><li>• Strong role model.</li><li>• Maintain confidentiality.</li></ul> <b>Desirable</b> <ul style="list-style-type: none"><li>• Diplomatic.</li><li>• Confident.</li><li>• Enjoys responsibility.</li></ul>
<b>Experience, Knowledge and Qualification</b>
<b>Essential</b> <ul style="list-style-type: none"><li>• Minimum of Level 3 current and relevant childcare qualification.</li><li>• Experience of leading a team/ room leader or supervisory role.</li><li>• Previous experience of working in a childcare setting.</li><li>• Experience of working as part of a team.</li><li>• Experience of working in partnership with parents and families.</li><li>• Experience of working as a Key Person.</li><li>• Experience of working with external agencies.</li><li>• Deep knowledge of the Early Years Foundation Stage and Ofsted expectations.</li><li>• Sound knowledge of Child Development Stages.</li><li>• Experience of the Observations, Assessment and Planning cycle.</li></ul> <b>Desirable</b> <ul style="list-style-type: none"><li>• Experience of organising events.</li><li>• Experience of leading a team. (previous Deputy role)</li></ul>

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## **Main Duties and Responsibilities**

- To contribute to the drawing up of Long Term/ Medium Term and Key Group/ sessional curriculum plans which consider the requirements of the Early Years Foundation Stage (EYFS) curriculum for guidance and Stars Day Nurseries 'Enhanced Curriculum' guidance and to monitor the effectiveness of the curriculum through regular observation and assessment. This may include working with other external agencies. (SALT, SEN, OT etc.)
- To be responsible for providing a high quality of education and learning, ensuring that appropriate experiences, stimulation and support is on offer at all times, to the children attending the setting.
- To own responsibility for ensuring that all performance management systems that are in place are followed e.g. induction, probation, supervision, team meetings, appraisals and performance based objectives.
- To contribute to the daily programme of delivery of Stars Day Nurseries activities, experiences and events.
- To follow all guidance, and take responsibility for, the correct use of the Achievement Record for completing regular Observations and Assessments, including Next Steps and Planning, to monitor and track the progress of all children.
- To ensure that all key reports are moderated, including 'Termly Reports', '2 Year Progress Reviews' and 'Transition to School' reports are all completed to a high standard and within the time frame required.
- To ensure all administrative records are properly maintained and updated (daily registers, daily diaries, accidents forms etc.).
- To ensure the welfare and safety of children is promoted within the service and that any child protection concerns are always reported and appropriately acted upon immediately.
- To liaise closely with parents/ carers, informing them about current curriculum changes and practices that may impact on their child's progress.
- To ensure that the setting is a safe environment for children, staff and all others entering the building. That equipment is safe, standards of hygiene are high, and safety procedures are implemented and followed at all times.
- To support and lead the team of room leaders within your setting in all aspects of their job, ensuring that the highest standards of practice are maintained at all times.
- To implement the recommendations of any regulatory inspection, either by Ofsted, a Local Authority representative or a member of the Management Support Team who may visit the setting.
- To ensure that all children accessing the service provision receive a balanced and healthy diet.
- To undertake all training that is deemed necessary for you in the role, your room or your setting, and to attend any conferences in representation of, and as an ambassador for, Stars Day Nurseries.
- To undertake any other reasonable duties as directed by any staff member in a position of seniority to you, whether usually based at your base setting or otherwise.
- To work as part of a team and as a professional role model to all other staff working within the team.
- To ensure the safety of children at all times. This includes, ensuring children are only collected by authorised people listed for the individual. Ensuring that any medications are administered in line with company policy and the requirements and permissions of the parents.
- To carry out daily risk assessment checks for ensuring all aspects of the room meet the requirements for set up. Informing the management of any issues or concerns that may become apparent.
- To support and work closely with all involved in any transition of the child, either from room – to – room within a setting or between settings, or the move on to school.

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## **As a Key Person**

If you are assigned Key children, as a Key Person it is your responsibility to:

- Be the main contact for the parent and child, maintaining a link between setting and home.
- Carry out all necessary assessments and to ensure an even balance of observations are made, with next steps planned for appropriately for each child.
- To ensure all the child's needs are met whilst within our care and that a strong and healthy relationship is built with the child and parent.

## **Generic Responsibilities**

- To carry out all responsibilities with regards to Stars Day Nurseries 'Equality' policy and procedures and in line with the 'Customer Care' policy.
- To comply with all Health and Safety at work requirements and laid down by the company.
- To follow all company policies and procedures, whether they are outlined in the Job Description, Policies and Procedures File, Staff Handbook or within the employment contract. All elements of policy and procedure which make up the responsibility of an employee must be adhered to at all times.

## **Flexibility Clause**

- Other duties and responsibilities expressed and implied which arise from the nature and character of the post within the company 'Stars' Day Nurseries Ltd', in a comparable post in any of the Company's other settings or positions as required.

## **Variation Clause**

- This is a description of the job as it is constituted at the date shown. It is the practice of Stars Day Nurseries to periodically examine the Job Descriptions of its employees, update them and to ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate Management in consultation with post holders where appropriate and necessary to do so.
- In these circumstances, it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, the Directors and/or Area Manager reserves the right to impose the changes to your job description following consultation and giving reasonable notice.

## **Agreement of Job Description**

Signed by Employee		Date	
Signed by Manager		Date	