

Job Description



Job Title	Deputy Manager
Reports to:	Stars Day Nurseries Directors and Manager
Responsible for:	The care and education of children in the setting and the wellbeing of staff

Role Summary

As an ambassador for Stars Day Nurseries Ltd the Deputy Manager works closely with Stars Day Nurseries Directors and the Head Office Support Team to deliver outstanding care and learning opportunities to all children. The Deputy Manager is responsible for meeting the requirements of the Early Years Foundation Stage Statutory Guidance and for embedding Stars Day Nurseries Ltd policies and procedures within the setting. As a mentor for colleagues and staff, the Deputy Manager promotes effective teamworking, ensuring staff members feel valued and supported. The Deputy Manager promotes the setting through marketing campaigns and social media and is focused on the long-term sustainability and growth of the business.

Candidate Requirements

Working with children and families:

- Professional approach
- Proactive in Safeguarding
- Confidential approach
- Motivated and enthusiastic
- Experience of working as a key person

Professional skills:

- Effective communication
- Excellent time management
- Extremely reliable and trustworthy
- High-quality administration and IT competence
- Previous experience of working in a childcare setting
- Knowledge of the Ofsted Education Inspection Framework
- Experience of meeting the learning and development requirements of the Early Years Foundation Stage
- Ensure the smooth operation of the setting by liaising with Directors, Manager and Seniors.
- To work with the Manager to lead, mentor and inspire a team to deliver exceptional care and education.
- Be a designated safeguarding lead and senco.

Qualifications and Certificates:

- Relevant Qualification specific to the job title (checked against the UK Government Qualification Checker [Early years qualifications achieved in the United Kingdom - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/early-years-qualifications-achieved-in-the-united-kingdom))
- Current Paediatric First Aid (PFA) Certificate

Main Duties and Responsibilities

Safeguarding and welfare:

- Safeguard children and follow Stars Day Nurseries and Local Authority child protection procedures.
- Adhere to Health and Safety standards to ensure the setting promotes a safe and secure ethos.
- Notify the Manager or Directors of any concerns regarding Health and Safety within the setting.
- Ensure the safety of children within the setting by following setting Risk Assessments.

Teaching, Learning and Assessment:

- Support the setting team to deliver the Aspire Approach to the Early Years Foundation Stage, to ensure quality curriculum delivery for all children.
- Work with the Manager and colleagues to ensure children to make rapid progress and be ready for their next stage in life.
- To liaise closely with families using the key person approach. Informing families of their children's learning and progress and encouraging them to become involved in their children's learning.
- Work with colleagues and outside agencies to support and identify children with special educational needs and disabilities by following the graduated approach.

Ensuring the key person approach in the setting by:

- Be a contact for the family, maintaining a link between setting and home.
- To support the child's individual learning and development needs. Including planning and assessment to ensure children make good progress so they are ready for their next stage in life.
- To build a strong relationship with the family to enable the child to build strong attachments within the setting.
- To promote positive values, attitudes and behaviour. Dealing promptly with incidents in line with established policies.
- Respond to each child's needs for individual care and attention and provide a high level of care and supervision that will enhance the children's general health and wellbeing.

Performance

- Deputise for the manager when needed to ensure regular team meetings are held. Ensure good communications at all times which includes team meetings, supervision, wellbeing meetings.
- Deputise for the manager to ensure all staff follow an induction programme, are monitored and trained.
- Follow performance management procedures and report any concerns immediately to your manager and HR.
- Work with colleagues to lead and maintain a positive, happy, and safe environment on a day-to-day basis.
- Liaise with the Manager/Directors to inform provision and practice.
- Work with the Manager to maintain up to date records for all children and employees.

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- To ensure that all legal and statutory requirements are implemented with the Manager.
- Work alongside the Manager to actively market and advertise the setting as necessary to ensure the setting runs to its full capacity.
- To ensure that all staff are made aware of agreed Child Protection Procedures and that these procedures are fully implemented.
- Work with the Manager to promote the nursery to potential families including acting on enquiries, arranging and hosting tours and settling in days and to follow up on these.
- To take responsibility for the setting social media pages with the Manager.

Business

- Follow Directors'/ Managers guidance to ensure the smooth operation of the business.
- Complete relevant administrative tasks on a day-to-day basis and report these to the directors/ Manager.
- To ensure that there is adequate resources and equipment at all times in the setting.
- Work alongside the head office team.

Continuous Professional Development

- Demonstrate a commitment to continuous professional development.
- Undertake regulatory training necessary for your role to abide by the terms of your employment contract.
- Reflect on the impact training and development has on your practice.
- To ensure the development of all the team.
- To ensure the development of the students in the setting.

Flexibility Clause

Other duties and responsibilities expressed and implied which arise from the nature and character of the post within Stars Day Nurseries Ltd, in a comparable post in any of Stars Day Nurseries Ltd 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 Stars Day Nurseries Head Office in consultation with post holders where appropriate to do so. In this circumstance it will be the aim to reach agreement on reasonable changes but if agreement is not possible the Directors of Stars Day Nurseries reserve the right to impose changes to your job description following consultation and giving reasonable notice.

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Acknowledgement	
You acknowledge receipt of this document and confirm that you have read, understood and accept the job description as described and you agree to act in accordance with Stars Day Policies and Employee Handbook	
HR signature:	Date:
Employee Signature:	Date: