



Little Nest Nursery

Play, Learn and Grow Together!

Job Description

Job Title:	Deputy Nursery Manager
Salary (FTE):	£34,828.00
Contract Type:	Permanent
Hours of Work per week:	Monday – Friday, Full Time, 40 hours per week
Location:	43 Albyn Road, Deptford SE8 4EG

About Us

Little Nest Nursery is nestled in the heart of Deptford's Vanguard Estate! We're a vibrant, nurturing, and inclusive nursery where children thrive in a secure, supportive environment. We're looking for a **Deputy Manager** who shares our passion for early years education and can bring leadership, creativity, and energy to our team.

Conveniently located in South-East London, a short distance from St Johns, Brockley, Lewisham, New Cross and Deptford Bridge stations and close to many bus route.

About the role

We are currently looking for an **experienced** Deputy Nursery Manager to work with a hands-on Director to develop and manage the delivery of quality childcare provision for local families. We are looking for someone who is bursting with enthusiasm and great ideas, an exceptional team leader who is able to lead and inspire a future team.

We're looking for someone who thinks creatively and is not afraid to use their initiative to implement exciting learning opportunities that inspire both the children and their team.

To be considered for this role you must hold a relevant Level 3 qualification or above.

We are open 51 weeks of the year, Monday to Friday, 8:00am - 6:00pm except for bank holidays and the week between Christmas and New Year.

Reporting

- The Deputy Nursery Manager will report to the Directors on a day-to-day operational basis. The Deputy Nursery Manager will be responsible for managing the Nursery staff.

Duties and Responsibilities

Leadership and Management

- Daily operational management of the nursery in accordance with Little Nest Nursery policies, the Children's Act 2004/6 and other relevant legislation including all OFSTED requirements
- Ensure all Nursery staff are managed, trained, motivated, appraised and developed in a positive effective manner, ensuring they fulfil the provisions of their job description
- Ensure that all Nursery Staff are inducted fully and trained in relevant databases
- Ensure that all recruitment processes within the Nursery comply with Little Nest Nursery policies, the Employment Legislative framework and OFSTED requirements
- Liaison with Directors, ensure all appropriate checks for new employees including scrutiny of their professional and personal references and gaps in employment are completed prior to commencement
- Liaise with Directors with regards to performance issues, disciplinaries and grievances
- Monitor staff levels ensuring that appropriate levels of qualified/unqualified staff are maintained within the Nursery.
- Ensure a list of appropriate supply staff is maintained in order to staff the Nursery during busy seasons and preserve expenditure during the quieter months
- Prepare the nursery for OFSTED inspections and action any recommendations made by the inspector liaising with Directors as appropriate
- Organise regular staff meetings and appropriate training sessions to keep staff up-to-date with Little Nest Nursery policies and OFSTED requirements
- Manage staff annual leave requests; ensuring staff holiday is taken and allocated where necessary throughout the year
- Undertake regular review and appraisal meetings with staff
- Ensure all weekly/monthly returns and reports are made to the appropriate bodies
- Ensure the maintenance of balanced menus for the children and that all food provided conforms to Food Safety regulations

Safeguarding

It is the responsibility of the Deputy Nursery Manager to be responsible for all safeguarding issues that may arise. The safety, security and wellbeing of children registered with the Nursery is of paramount concern. All concerns and issues must be dealt with professionally, timely and on a need-to-know basis and in liaison with Directors as appropriate.

The Deputy Nursery Manager must:

- Ensure all staff complete their Safeguarding induction and complete refresher training as required
- Action and monitor all safeguarding issues ensuring that Directors are made aware of any serious concerns.
- Ensure that all nursery staff understand their responsibilities for safeguarding and what to do in the event of a concern
- Maintain accurate and up-to-date records for all children (including attendance registers, accident / incident records, development files, medical information, emergency contact numbers) having regard that these could be called upon by multi agency meetings such as Team Around the Child / Family, strategy meetings or for information purposes for other professionals or completion of Common Assessment

Framework documentation which is shared appropriately.

- Create a culture that encourages disclosure and an open working relationships free from discrimination or prejudice

Sustainability

- Assist with the setup and promotion of the Nursery maximising income as required
- Monitor occupancy and maximize to at least 70%, and preferably 80% plus
- Establish, develop and maintain professional working relationships with all relevant authorities, including the Local Authority, Ofsted etc.
- Keeping up to date with current practice by attending courses, conferences and reading relevant magazines and books

Health and Safety

- In liaison with the Director, monitor and ensure all agreed quality and safety standards are maintained in the Nursery at all times
- Ensure care, maintenance and security of equipment and toys within the nursery
- Ensure the highest standards of safety and security within the Nursery
- Ensure security systems are always fully operational and used properly by staff
- Maintain an accident log book and ensure all relevant reports are submitted e.g. RIDDOR
- Operate highest standards of cleanliness and hygiene within the Nursery
- Establish appropriate emergency procedures
- Manage the administration of all medication within the Nursery
- Undertake and maintain records of regular Risk Assessments
- Responsible for ensuring opening and closing of the Nursery at the beginning and end of day or delegating task to an appropriate member of staff in cases of absence

Finance

- Support parents to identify children eligible for 30 hours funding / EYPP
- Order/approve any required for the setting.
- Ensure any large spend is approved by Directors
- Complete regular stock control checks to support ordering requirements
- Where appropriate, challenge the current spends effectiveness

Early Years Foundation Curriculum

- Formulate, operate and evaluate an annual programme of activities, suitable for the age range of the children, following the guidelines for the implementation of the EYFS
- Lead practice by role modelling to staff, spending significant periods working on the floor with the staff teams finding out what service is being delivered
- See the setting with a fresh perspective from the point of entry to the point of exit on a regular basis and monitor this reflection.
- Ensure that staff understand the age group that they are working with and how to effectively monitor and record development for those children
- Assess the quality of the Key worker relationships within the setting and ensure staff understand the significance of building strong bonds and showing genuine interest in the children and families
- Help staff to complete the two year checks in a professional manner, oversee all checks for quality and ensure that they are completed in time for the two year check
- Ensure staff plan for effective smooth transitions for children particularly that of moving to school aged four years
- Work with schools and outside agencies to ensure children are given the best chances to be successful for all transitions that they encounter
- Train staff to support children to become active learners

Parents

- Ensure that first impressions are professional and lasting for parents and prospective parents and that these are maintained throughout the day
- Organise and attend regular parents' meetings and open days
- Show around prospective parents
- Manage any parents' complaints to ensure that any required action is taken immediately and respond to parent/s promptly following the complaints policy and procedures
- Ensure parents adhere to Terms, Conditions and Booking Policies and receive all communication regarding changes to these as a matter of priority
- Help staff to establish strong professional relations with parents and use innovative strategies to do so such as, social media, text and email, involvement in parents forum groups, fundraising and special visits
- Always view feedback from parents positively and use any improvements made as a result for positive gain
- Ensure that all complaints are accurately recorded in relevant places including Ofsted complaints record and ensure parents receive comprehensive updates on any progress of complaints and outcomes as necessary
- Provide opportunities for parents to share their views

Person Specification

- You will be an exceptional leader who can develop and implement strategy. You will have impeccable interpersonal skills and be able to communicate effectively with colleagues of all levels, being able to build working relationships to ensure common goals can be achieved.

Essential skills/qualifications

- Committed to the safeguarding and protection of children
- Values and respects the views and needs of children
- Minimum Level 3 in Early Years Education or equivalent plus other appropriate qualifications i.e. such as NVQ 4, Foundation Degree, Full degree in Early Years, Early Years Professional Status, Equal Opportunities, SEN, Behaviour Management, Health & Safety
- Leadership & Management qualification to at least NVQ3, able to inspire, coach, teach colleagues
- Experience of working with children 0 – 5 years for at least 5 years
- Supervisory/management experience
- Experience/knowledge of Children's Act and OFSTED requirements
- Paediatric First Aid Certificate within 3 years
- Knowledge of Health & Safety legislation
- Strong IT skills including Outlook, Word, etc.
- Excellent communication skills
- Resilience with the ability to work well under pressure
- Committed to continuous personal and professional development
- Desirable skills/qualifications
- NVQ Assessor or equivalent
- Valid driving license and access to own car
- Sound knowledge and experience of financial management and budgetary planning and control
- Mentoring, coaching, basic counselling

This job description sets out the main duties at the time it was drawn up. Such duties may vary but without changing the general character of the duties or the level of responsibility entailed

Salary & Benefits:

- A competitive salary, depending on qualifications/experience.
- 28 days annual leave including bank holidays.
- Refer a friend (reward)
- Uniform
- Pension scheme
- Team building events.
- Access to free online courses
- Length of service reward