

## **JOB DESCRIPTION**

**Job Title:** Day Nursery Deputy Manager (Penryn and Falmouth sites)

**Grade:** **Grade 4**

**Responsible to:** Nursery Services Manager

### **Job Purpose:**

To work with the Nursery Services Manager in the implementation of good childcare practice within the nurseries. To line manage the staff team, ensuring delivery of Ofsted and the Early Years Foundation Stage requirements, and other applicable regulations. To deliver consistent, proactive and professional services at all times.

### **Main Duties and Responsibilities:**

#### **Nursery**

- Take full day to day responsibility for the children and staff assigned to the nursery, including the daily register.
- To engage and interface with the deputy manager at the other nursery to ensure best practice and benchmarking is completed across both sites.
- Where required ensure all issues or incidents are escalated to the Nursery Services Manager and communicated to the wider Nursery Management team across all sites.
- Ensure that the nursery environment is a safe, caring, happy, secure and creative environment which enables all children to realise their full potential and achieve a positive self – image.
- To be responsible for all childrens' records – ensuring that they are kept complete and up to date. These to include registration details, sickness and accident reports, medical history, allergy reports.
- Deal with sensitive information in a confidential manner.
- Liase with outside professionals of professional organisation as required (Ofsted / DoE / PHE / FX Plus Departments)
- Write formal reports as required from information obtained on finance and booking system to assist Nursery Services Manager in producing KPI's.
- Work closely with parents and keyworkers to implement agreed. practice/targets for individual children.
- Promote the nursery through events and deal with enquiries and visits from prospective parents.
- Manage the nursery waiting list.
- To be proactive and responsible for raising the internal and external profile of the nursery through events, visits and social media.
- To arrange and prepare for visits from outside agencies, including ofsted, the Local Authority Advisory Teacher and Early Years Safeguarding and Welfare support. Writing action plans and ensuring recommendations are acted on in a timely manner.
- Participate in the development and enhancement of nursery services, making recommendations for improvements in policies and procedures and supporting the implementation of changes to process as required.

#### **Staffing**

- Line manage the staff at the nursery, ensuring that staff understand and fully and consistently implement the nursery's policies and procedures.
- To ensure that nursery staff are appropriately trained and competent to carry out their duties

- To ensure that the nursery is correctly staffed adhering to correct ratios and needs of individual children.
- To assist in monitoring sickness and absence in line with FXPlus policies.
- To approve and record annual leave for the nursery staff.
- To ensure all staff overtime is correctly reported and approved using iTrent.
- Work with the Nursery Services Manager to deal with minor grievances and disciplinary and absence issues in line with company policy.
- To work with the Nursery Services Manager in the implementation of a structured review programme for staff, setting and agreeing targets, holding regular reviews, and providing feedback on performance.
- To be responsible for all individual staff supervisory meetings to meet OFSTED requirements and setting appropriate goals.

### **Financial**

- To comply with FXPlus financial regulations.
- To produce monthly invoices to parents.
- To assist the Nursery Services Manager in collating budgetary information.
- To carry out regular stock taking within the nursery and order equipment and consumables.
- To raise Purchase Orders where appropriate.
- To collate inventories of all equipment when required.

### **Training**

- To be responsible for the induction of staff and their training.
- To monitor the training of students on placement, liaising with tutors and completing paperwork.
- To support staff in sourcing and completing appropriate professional training.
- To be responsible for the allocation, supervision and high quality mentoring of apprentices.
- To ensure FX Plus mandatory training is completed during probation of all staff and updated when refreshers required.
- Ensure all internal meets OFSTED requirements.
- To ensure inclusive SEND practice by supporting the work of the Sendco and facilitating training.

### **Health and Safety**

- To ensure a safe and hygienic workplace.
- Work with the Nursery Services Manager to produce appropriate risk assessments in line with company and government guidelines.

### **General Duties and Responsibilities**

- Deliver a level of customer service which meets and exceeds the expected standards. Ensure all people are dealt with efficiently and with appropriate regard to their needs.
- Undertake reasonable duties which contribute to the success of the directorate and FX Plus as a whole.
- Agree personal and team objectives and work to achieve them, developing both individually and collectively.
- Actively participate in required organisational processes, courses and activities, constantly maintaining the required conduct.
- Support and contribute to keeping FX Plus, Falmouth University and the University of Exeter compliant with all legislation and adopted standards. Specific attention should be given to Health and Safety, Equality, Diversity and Safeguarding.
- Health & Safety training commensurate with the level required by the post and to take part in risk assessment procedures and the implementation of agreed recommended work practices within the area.
- The role will involve working at Falmouth and Penryn campuses, and on occasion outside core office hours, without altering the nature or level of responsibility involved

**PERSON SPECIFICATION**  
**Post Title: Day Nursery Deputy Manager**

Attributes	Essential Requirements	Desirable Requirements
<b>Education / Qualifications</b>	<p>GCSE level education including English and Maths or demonstrable literacy and numeracy ability</p> <p>NVQ Level 3 or equivalent childcare qualification</p> <p>Child Protection training Level 2</p> <p>Paediatric First Aid qualification</p> <p>The role is subject to completion of a satisfactory enhanced with regulated activity DBS check</p>	<p>Food Hygiene certificate</p> <p>Child Protection training Level 3</p>
<b>Experience / Knowledge</b>	<p>Recent and Relevant experience of working with pre-school children, ideally gained in a nursery environment</p> <p>Experience of staff supervision; effective leadership skills within a small team environment.</p> <p>Demonstrable Knowledge of the EYFS curriculum and standards produced by Ofsted</p> <p>A good working knowledge of child protection, special educational needs and equal opportunities</p> <p>Intermediate working knowledge of computer skills including MS Office based applications.</p>	
<b>Skills / Personal Requirements</b>	<p>Commitment to maintaining high standards of care</p> <p>An ability to communicate well with children, parents and staff</p> <p>Ability to lead a team of staff</p> <p>Good organisational skills, able to work and remain resilient when challenged.</p> <p>Initiative, energy and enthusiasm</p> <p>Willing to work flexibly</p> <p>Discretion and the ability to exercise confidentiality and work within the confines of data protection legislation</p>	

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