

**Job Description**

**Job title** – Deputy Manager

**Purpose of post**

* To work under the direction of the Manager and deputise for him/her as and when required
* To support the aims and objectives of the nursery and assist the Manager in the organisation of a high-quality establishment for children from birth to five years
* To provide high standards of care and early learning – to include the monitoring and review of provision, this includes providing a safe, caring environment to enable the personal, emotional, social and educational development of children, through individual attention and group activities
* To support the team in order to provide an enabling environment in which all individual children can play, learn and develop
* To direct and support staff as agreed by the Manager.

**Responsible to**

* Nursery Manager / Directors

**Main duties**

* To promote the aims and objectives of the nursery
* To promote the high standards of the nursery at all times to parents, staff and visitors
* To assist the Manager in showing parents around the nursery facilities and sending out information
* To ensure the provision of high standards of physical, personal, social and emotional care
* To lead a team of professional workers and to ensure good practice at all times
* To assist the Manager in setting and implementing objectives and policy for the nursery
* To assist with the planning and organisation of staffing schedules and holiday rotas to ensure adequate staffing levels are maintained in accordance with \*Ofsted/\*Care and Social Services Inspectorate Wales (CSSIW) /\*Care Inspectorate guidelines and nursery procedures *(\*delete as appropriate)*
* To assist with the implementation of administrative procedures involved with registration, place allocation, and other related matters
* To assist with the development and implementation of systems to monitor and record child development
* To assist with the preparation and maintenance of materials and equipment
* To be responsible for the health and safety standards appropriate for the needs of young children and ensuring staff compliance and awareness
* To ensure high standards of hygiene and cleanliness are maintained at all times
* To ensure the provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history
* Support all team members with the early identification and intervention for children with possible special needs and give physical, emotional, intellectual guidance as appropriate
* To ensure confidentiality of all information received and shared
* To assist with staff development and training
* To support the effective interview and selection process as required
* To fully support the induction of new team members
* Support the appropriate supervision meetings/processes in conjunction with the nursery manager
* Feed into appraisals, target setting and nursery operations as deemed appropriate by the manager
* Attend nursery management meetings and feed appropriate information back to the wider team
* To assist the Manager in the supervision of training of students in placement within the nursery
* Liaise with parents, other family members and staff to help ensure that the particular needs of children are met and that parental choice is considered in terms of care given
* To liaise with outside agencies as required
* Assist the Manager with the efficient upkeep of the building and grounds and maintenance, stock of equipment, furnishings and fittings
* Maintaining staff awareness of the fire evacuation procedures in accordance with the code of practice
* To be involved in out of working hours activities, e.g. training, planning meetings, monthly staff meetings, parents evening, fundraising events etc.
* To deputise for the Manager in his/her absence
* To undertake such other duties and responsibilities of an equivalent nature as may be determined from time-to-time by the Manager.