



Job Description

Deputy Manager

Responsible to: Nursery Manager

MAIN PURPOSE OF THE JOB

To be a good role model to the children and staff, managing the team, motivating the staff and creating a happy working environment. In the absence of the manager to undertake the overall day to day management of the nursery. To assist the manager in ensuring that the nursery adheres to current policies and procedures and legislations from the EYFS.

KEY RESPONSIBILITIES

Childcare and Education

- Promote high standards within the nursery regarding the environment and resources
- Assist in the implementation of the EYFS framework
- Ensure that every child has a key person and the key person is supporting the child's individual needs
- Build a positive and professional relationship with all parents
- To work together with outside agencies to support the child's individual needs in line with the company policies and procedures
- To act in accordance with to the statutory framework for the EYFS
- To keep up to date with changes within the Early Years Sector.

Health and Safety

- To undertake and share responsibility for health and safety, ensuring that the children are safe and well looked after at all times
- To follow company policies and procedures, including emergency and security procedures, lost child, critical incident, fire drill procedures and safe guarding.
- To raise child concerns in relation to safe guarding and liaise with external agencies to support any additional needs.

- Operate the highest standards of hygiene and cleanliness in the nursery at all times
- To administer medication in line with current company Policies and Procedures

Operational

- To assist the Manager with the day to day running of the nursery
- To assist the Manager with the day to day paperwork
- To follow current legislation regarding the Early Years Foundation Stage.
- To ensure confidentiality is maintained in the Nursery.
- To display and promote a positive and professional image of company Nurseries at all times





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Team

- To support and mentor team members with their daily roles and responsibilities.
- To motivate the team in creating a good team spirit
- To attend regular team meetings
- To undertake regular training as part of continual professional development.
- To assist the manager with the recruitment and induction process

Communication

- To build up a partnership with parents addressing any problems
- To ensure good communication between team members
- Communicate effectively with outside agencies.
- To answer telephone enquiries/solve problems in a polite and effective manner

General

- To undertake any other duties as reasonably requested by the Area Operations Manager and Nursery Managers

