



EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

Job Title: Deputy Nursery Manager

School: Pevensey & Westham CE Primary School

Grade: [Single Status 7](#)

Responsible to: Nursery Manager

Responsible for: Nursery team alongside Nursery Manager

Purpose of the Role:

To assist in the day to day running and management of the Nursery, playing an active role in the Nursery team, and providing a stimulating and caring environment for the children. To deputise for the Nursery Manager in their absence.

Key tasks:

1. Plan, prepare and participate in a range of activities that promote each child's physical, intellectual and emotional needs to enable them to reach their full potential. To implement activities which encourage linguistic and social interaction between the children and their carers.
2. Support with the drawing up of long term, medium term and session curriculum plans in liaison with the School's Leadership Team, which ensure that each child is working towards desirable learning outcomes, and to monitor the effectiveness of the nursery curriculum.
3. Support the provision of high quality teaching, ensuring that the staff are properly deployed and offer appropriate stimulation and support to the children.
4. Act as key worker for a group of children, by observing, monitoring and accurately recording each individual's development.
5. Promote the philosophy of 'learning through play'.
6. Help children acquire self-help skills, including dressing, feeding, toilet training and an awareness of personal hygiene.
7. Support with the transition to mainstream education.

8. Communicate with parents/carers about the day to day needs of the children by fostering parental involvement and encouraging positive parenting skills.
9. Attend parent evenings/open days as required.
10. Lead staff and team meetings as required.
11. Assist in the organisation of registers and staff rotas in order to ensure that staff/child ratios are maintained at all times.
12. Assist the Nursery Manager with the induction and support of staff in their roles.
13. Deputise for the Nursery Manager in their absence.
14. Offer support and mentoring to students, trainees and volunteers, liaising with colleagues as required.
15. Ensure that the Nursery meets safety and hygiene requirements
16. Assist in ensuring that statutory requirements are met throughout the Nursery.
17. Keep up to date with developments in childcare and parent education through training as appropriate.
18. Maintain records and documentation which comply with statutory requirements.
19. Liaise with the nursery manager, headteacher, Designated Safeguarding Lead, Special Education Needs Coordinator, children's services and other professionals as necessary, and ensure that all legal and statutory requirements are implemented, and provide reports as required.
20. Help ensure that the aims and objectives of East Sussex County Council's Early Years Childcare Programme are met within the Nursery.
21. Contribute to and implement all nursery policies and procedures.

PERSON SPECIFICATION

Essential education and qualifications

1. NVQ 3 in Childcare and Education or relevant equivalent
2. Evidence of further recent training/qualifications

Essential key skills, abilities, knowledge, experience, values and behaviours

3. Ability to follow instructions or work on own initiative as necessary
4. Ability to communicate effectively with parents, carers and other professionals
5. Able to converse at ease with customer and provide advice in accurate spoken English
6. Ability to keep accurate records
7. Ability to implement high health and safety standards
8. Ability to motivate team members
9. Ability to deputise for the Nursery Manager in his/her absence
10. Ability to work effectively as part of a team
11. Ability to establish positive relationships with children
12. Ability to promote a stimulating and secure environment for children
13. Working knowledge of the Children Act 1989 and current legislation
14. An understanding of children's development
15. An understanding of Birth to Three Matters and the Foundation Stage curriculum
16. Experience of working in a childcare setting, including with children with special educational needs
17. A commitment to giving children and families the opportunity to reach their full potential
18. A commitment to Equal Opportunities
19. Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge
20. A commitment to continuing professional development

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	Yes
Moving & handling operations	Yes
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	Yes
Food handling	Yes
Exposure to blood /body fluids	Yes