

MONTY'S DAY CARE

Job Description

Job Title: Deputy Nursery Manager/ Nursery Room Leader

Reporting To: Nursery Manager

Main Duties as Deputy Nursery Manager:

- Deputising for the Nursery Manager and being responsible for the daily running and administration of the nursery in their absence, adhering to Company Policies & Procedures. Ensuring compliance with the Children's Act, Health and Safety legislation, all within the requirements and guidelines laid down by Ofsted/CSIW and the National Standards
- Ensuring confidentiality is maintained in the nursery.
- Having key-holder responsibility
- Assisting the Nursery Manager and HR Manager in ensuring effective staff recruitment following recruitment procedures. Assisting the Nursery Manager supervising staff and students, conducting regular staff assessments, recognising training needs, monitoring training and developing teamwork. Organising of regular staff meetings and training
- Assisting the Nursery Manager to ensure a tier system of management is in place and that duties are delegated fairly. Maintaining staff ratios and ensuring staff are deployed effectively to carry out the correct preparation of bottles and babies' feeds, nappy changes and supervision of meals.
- Supporting and liaising with the Nursery Manager on a daily basis
- Care and supervision of the children with regard to their physical, emotional and intellectual needs.
- Planning and preparing activities to develop all aspects of the child's individual development in a stimulating atmosphere. This planning to be to foundation stage level for 3-5 year olds
- Ensuring that the preparation, care, cleanliness and maintenance of the nursery playrooms, kitchen and equipment are carried out according to the Policies & Procedures and risk assessments
- Liaising with parents and negotiating working targets ensuring effective communication within the nursery
- Working with the Nursery Manager to maintain administrative records as directed by the Directors
- Assisting the Nursery Manager to ensure that only designated staff administer medication as recorded in the risk assessments
- Assisting with the keeping and monitoring of accident, incident and risk assessment records.
- Attendance and management of staff meetings at times appointed by the Nursery Manager
- Offering all children equal opportunities with regard to their religious persuasion, racial origins, gender, disabilities, cultural or linguistic background; in particular, challenging situations where racism or discrimination is displayed
- Assisting the Nursery Manager and participating in arranging regular parents' evenings, publicity, open weekends and any children's outings and ensuring effective marketing
- Any other duties appropriate to the post as directed by the Nursery Manager and Directors.

Main Duties as Nursery Room Leader:

- Working in partnership with the Nursery Manager to ensure the daily running and administration of the nursery, adhering to the Policies & Procedures of the company and compliance with the Children Act, Health and Safety legislation and within the guidelines of Ofsted/ CSIW and the National Standards. Ensuring confidentiality is maintained in the nursery.
- Acting as a Named Coordinator relevant to their skills or training as designated by the Nursery Manager.
- Supervising Nursery Nurses and Students and carrying out supervisory meetings where appropriate under the guidance of the Nursery Manager.
- Supporting the Nursery Manager and assisting with the planning of activities in a designated area of the nursery.
- Liaising with the Nursery Manager in organising relevant staff, effective mentoring of junior staff, effective delegation and communication and promoting positive attitudes regarding the company.
- Attending regular meetings with the Nursery Manager and participating in staff meetings.
- Assisting with staff inductions and helping new staff to fit into the nursery.
- Providing a good role model for Nursery Nurses and Students.
- Providing feedback to the Nursery Manager on issues relating to the nursery day.
- Addressing staff and parent queries.

These lists of duties are not exhaustive

Person Specification

NVQ Level 3 in Childcare or above

2 years' experience in a similar role or in an environment working closely with children

Excellent communication skills

Team Player

Managing experience including managing a team

Health & Safety experience

Attention to detail

Understanding of accounts

Self Motivated

Able to work under own initiative

Signed..... (Job Holder)

Name.....

Date.....