



Grafton Childcare

Flexible Family Based Childcare, Est. 1991.

JOB DESCRIPTION DEPUTY NURSERY MANAGER FULL-TIME - 28.5 Hours a Week - 49 WEEKS A YEAR

Purpose of Post

- This is a **NEW** post designed to work alongside and support the Nursery Manager.
- To contribute to a high quality caring environment for children. This includes creating a warm, friendly and stimulating atmosphere in which the children can develop emotionally, socially and educationally through individual attention and group activities, working to implement the 'Curiosity Approach TM' across the whole nursery.
- To work under the direction of the Nursery Manager and deputise for her as and when required.
- To work as a core part of the management team, directing and supporting other personnel within the whole nursery as and when required.
- To manage and support the implementation of the daily routine across the whole nursery.
- Liaise with parents, carers and guardians of all children in our care.

Key Areas

To work with children and become an integral part of our small team. To attend all ongoing training towards either the:-

- Level 6 BA Honours degree in early years or it's equivalent
- Level 5 Foundation degree in early years or it's equivalent
- Level 3 Certificate in Safeguarding recognised by the Devon Safeguarding Board
- As well as Paediatric First Aid, Food Hygiene and other relevant online Safeguarding Training.

Responsible to

The Nursery Manager.

Hours of Work

- Three days a week 7.45am-6.00pm with a thirty minute unpaid lunch break between 11.00am-1.00pm
- Mondays, Tuesdays and Wednesdays..

With the flexibility to be available to cover until 6.00pm on days when other members of the team are on Annual Leave, Training Days, Absent, and to support staff providing Parental Consultations and to provide Parental Consultations yourself etc.

Pay

- £8.90 per hour for Level 3-4 whilst holding a full and relevant early years qualification.
- £8.99 per hour for Level 5 whilst holding a full and relevant early years qualification.

Salary

A minimum of £12,429.00 - £12,554.00 annual income for a maximum of 49 weeks per year.

Main Duties and Responsibilities

- Take all reasonable steps to provide a safe and secure environment at all times, ensuring high standards
- To act as the appointed person alongside the other base room leader/teacher, when the Manager is not on the premises e.g. day off, attending training etc.
- To develop your role within the team especially with regards to your position as Deputy Nursery Manager responsible for the effective ongoing completion of the specific Office Based tasks listed separately in this job description.
- All annual leave must as a rule be agreed and taken during Devon County School Holidays.
- Formulate and operate a programme of activities suitable to the age range of children in conjunction with the Manager and other base room Senior Nursery Nurses for our 2, 3 & 4 Years Olds.
- Supporting staff to prepare the children's records and institute reviews for parents and guardians, in conjunction with the Senior Management Team and the Manager, by arranging non contact time for staff to maintain their key children's records.
- Supporting staff to prepare and maintain an up to date Learning Journal, Record of Observed Outcomes and Next Steps for each of their key children, for parents and guardians and ensure all Key Workers do the same with your support and guidance. To assist if a child moves to another setting or to school with the transition of documents and ensure that staff are doing likewise for all children within the nursery by arranging non contact time for staff to maintain their key children's records.
- Work in partnership with parents and guardians of special needs children and the settings SENCo to provide full integration in the setting.
- Liaise with and support parents and guardians and other family members as part of our work in partnership with parents, to ensure they are fully aware of their child's progress and development whilst in our care.
- To provide all aspects of care for children including washing, changing and feeding, should their Key Worker or Buddy be unavailable to do so.
- To assist with meeting the personal and emotional needs of individual children should their Key Worker or Buddy be unavailable to do so.
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<ul style="list-style-type: none"> • To be a positive effective role model for staff and children.
<ul style="list-style-type: none"> • To be aware of the setting's confidentiality policy and respect the confidentiality of information received.
<ul style="list-style-type: none"> • Duties must at all times be carried out in compliance with the setting's Equal Opportunities policy.
<ul style="list-style-type: none"> • Look upon the setting as a "whole" where your help can be most utilised, to be constantly aware of the needs of the children.
<ul style="list-style-type: none"> • To be flexible within working practices of the setting. Be prepared to help where needed, including to undertake certain domestic jobs within the setting, e.g. preparation of snacks, meals, cleansing of craft equipment and toys etc.
<ul style="list-style-type: none"> • Work alongside the manager and staff team to ensure that all themes and projects are fulfilled.
<ul style="list-style-type: none"> • Ensuring that the effective recording and completion of accidents, incidents and medication forms have been completed for all children ideally by the child's key worker or buddy and ensuring that parents and guardians sign both copies and that the second copy is stored securely.
<ul style="list-style-type: none"> • Ensure all children are collected by somebody known to the setting and authorised to do so.
<ul style="list-style-type: none"> • To ensure the setting is a high quality environment which meets the needs of individual children from differing cultures and religious backgrounds, and stages of development.
<ul style="list-style-type: none"> • To be aware of the high profile of the setting and to uphold it's standards at all times, both whilst on and off the premises.
<ul style="list-style-type: none"> • To be aware of all emergency and fire evacuation procedures.
<ul style="list-style-type: none"> • To be aware of sections 7 & 8 of the Health and Safety at Work Act 1974.
<ul style="list-style-type: none"> • To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Manager from time to time.
<ul style="list-style-type: none"> • To understand that as part of your position you will be required to move around the setting and undertake a variety of tasks dependant on staffing levels that day.
<ul style="list-style-type: none"> • To assist the Nursery Manager in setting and implementing objectives and policy for Grafton Childcare.
<ul style="list-style-type: none"> • To assist the Nursery Manager in setting the planning and organisation of staff and children in accordance with the EYFS and our own policies and procedures.
<ul style="list-style-type: none"> • To develop your role within the team especially with regard as a Deputy Manager. Offer support and mentoring to more junior members of your team and or students as required, and engage in a good staff team.
<ul style="list-style-type: none"> • To promote the aims, objectives and values of Grafton Childcare and to assist the Nursery Manager in setting implementing objectives and policy to ensure that the philosophy, high profile and business ethos behind Grafton Childcare is fulfilled and maintained at all times.
<ul style="list-style-type: none"> • All employees are expected to exercise reasonable care, skill and application at work and are expected to achieve and maintain standards of quality work as required by a member of the management team.
<ul style="list-style-type: none"> • Good relations with our customers and public are of vital concern. It is of the greatest importance, therefore, that employees should adopt a helpful, considerate and co-operative attitude to our clients.

- Undertaking training to obtain recognised qualifications, including completing assignments on time for example a Foundation Degree in Early Years or it's equivalent.

Specific Child Care Tasks

- Supporting the preparation and completion of activities to suit the child's stage of development
- To ensure that snack and mealtimes are a time of pleasant social sharing
- Washing and changing children as required
- Maintain the Daily Diary or Communication Booklet of any Children for whom you have been allocated each day, logging of any verbal comments or written notes or issues drawn to your attention via the Parent's "Just A Note" sheets in the setting's Supervision Diaries.
- Providing comfort and warmth to an ill child until they are collected by their parent, carer, guardian, or designated responsible adult.

Specific Office Based Tasks

- To transfer the previous weeks photos onto the settings digital photo frame each Monday for parents to view on the digital photo frame set up in the conservatory.
- To support the Manager in providing a regular positive media presence using Facebook, the Nurseries Wordpress Blog and Instagram. as scheduled below:-
- **Facebook** to produce and schedule two - three positive posts each day to be published at 7.45 pm, 8.00 pm and 8.15 pm Monday to Friday
- **Wordpress Blog** to produce one blog using the previous weeks Facebook posts as a starting point to be published each weekend.
- **Instagram** to produce regular posts similar to those on Facebook but without identifying photos of children, so potentially using unidentifiable hand shots, Grafton Bears or Ned the Robot.
- Become the librarian for Grafton's Going Home Book & Maths bags and change all book bags as a minimum each Monday and Tuesday and Maths bags each Tuesday and Wednesday.
- Take charge of gathering and presenting the necessary evidence to support Grafton Childcare's accreditation process to become a Curiosity Approach Accredited Setting.
- Take charge of designing and implementing the new Maths Bags Home Lending Scheme to be in place by the end of the Autumn Term 2019.
- To support the Manager in supplying the local press e.g. The MidDevon advertiser and the Herald Express with positive news stories on a regular and ongoing basis e.g. at least bimonthly.
- To support the Manager in updating and maintaining Grafton Childcare's Website so that it continues to reflect the Ethos and Ethical Philosophy of the Nursery.
- To support the Manger in the production of Grafton Childcare's monthly topic focused newsletter.
- Produce a comprehensive audit of all of the toys, books and equipment owned by Grafton Childcare and update as and when items are purchased, replaced or disposed of.
- To support the Manager in providing positive tours of Grafton Childcare to prospective parents leading to their successful enrolment for which their will be a quarterly bonus scheme.

- To support the Manager in the preparation of Childcare Contracts for new clients and revisions to existing childcare contracts.
- Support the manager in the implementation of six monthly appraisals for all staff and then following up to ensure that all SMART Tasks are achieved.
- To support the manager in the production of the Parents and Staff Handbooks as and when policies and procedures need to be written, updated and replaced and add these amendments to the website.
- To support the Manager in the production of monthly invoices for new clients and revisions to existing client invoices to reflect overtime worked and changes in contracted hours.
- Take charge of gathering and presenting the necessary evidence to support Grafton Childcare's accreditation process to become a Millie's Mark setting to commence in June 2019 once we have gained our Curiosity Approach accreditation.
- To support the Nursery Manager with other office based tasks as and when required.

Team Work

- Support all staff and work as part of a good staff team demonstrating a positive and effective role model at all times.
- Whilst at work employees are expected to carry out any reasonable lawful instruction.
- To be involved in out of working hours activities, e.g. training, staff meetings, parents and guardians evenings, Christmas party, Staff Party, Open Days held on Saturday mornings etc. As directed by the Manager.

Essential Skills, Aptitude, Knowledge and Experience

- Certificate in Childcare Practise Level 3/4 or it's equivalent or the Level 5 Diploma in the Children's & Young People's Workforce or it's equivalent;
- NVQ3, Level 3 Diploma, NNEB, BTEC or equivalent;
- Two years previous demonstrable experience of caring for, or working with children aged 0-5 in a paid capacity, preferably with under 2 year olds.
- Hold and maintain a current Paediatric First Aid Certificate and Basic Food Hygiene Certificate
- Hold and maintain a Level 3 Safeguarding Certificate recognised by the Devon Safeguarding Board
- A thorough understanding of the Early Years Foundation Stage. Including detailed knowledge of the Statutory Framework and Practice Guidance and a detailed knowledge and understanding of the seven areas of Learning and Development.
- Knowledge and demonstrable experience of the Key Person system.
- A positive approach to learning and gaining new skills through teamwork and training opportunities and help build a strong "team" environment.
- Excellent Organisational and Administrative skills and ability to use own initiative.
- Willingness to undertake "non-childcare" rota duties as required. E.g. Preparation of meals and snacks.

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- Knowledge of Health & Safety and Risk Assessments.
- Knowledge of and ability to promote child development.

Personal qualities

- Good organisational, record keeping and planning skills both verbal and written.
- Ability to follow procedures accurately.
- Punctuality - You will be expected to arrive promptly so that you will be changed and ready to commence to work at 7.45 am each morning.
- Excellent communication skills, with children colleagues, advisors and parents and guardians.
- Reliability, Trustworthiness, Patience & Flexibility
- Ability to work in small teams
- Empathy with children, colleagues and parents and guardians.
- A positive approach to inclusive practice, with children and colleagues.
- Enthusiasm for working with young children.
- Willingness to undertake training, development and performance reviews.

Desirable Requirements

- A willingness to undertake and have a positive approach to completing training in:-
- Certificate in Childcare Practice or it's equivalent further education qualification in Childcare, Management or Education.
- Knowledge of Early Years Partnerships, Sure Start or 2together Schemes.
- Knowledge and Understanding of Food and Nutrition
- At least 2 years demonstrable experience of working with 2, 3 or 4 year olds
- Previous supervisory experience in a childcare setting.
- Previous supervisory experience in a childcare setting.
- Knowledge and Training in Special Educational needs.
- Knowledge and Training in Child Protection (Safeguarding)
- Knowledge and Training as the setting DDSO
- Knowledge and Training around the role setting SENCo, so that you can support or step in for the SENCo when required.
- Knowledge of I.T skills and email, as well as competence in the use of Apple's Pages and Numbers Software and Adobe Acrobat Software.