

# Chapel Hill Primary School & Nursery

## JOB DESCRIPTION

<b>Title of Post:</b>	Deputy Nursery Manager
<b>Responsible to:</b>	Nursery Manager Headteacher
<b>Responsible for:</b>	Nursery Children
<b>Salary Scale:</b>	Scale 5 Point 10 to 13, dependent upon experience
<b>Hours of duty:</b>	37 hours

### Purpose of Job:

- To provide safe, high-quality education and care for nursery children; to fulfil legal and statutory requirements; to supervise staff on a day-to-day basis; to contribute and implement nursery policies.
- The Deputy Manager will play a key operational role supporting the Nursery Manager and will be responsible for all aspects of delivery while deputising in their absence

### Main Duties and Responsibilities

- ✓ Time will be split between supporting room-based activities and staff professional development and office-based leadership and management tasks, helping to maintain smooth nursery operations and delivering high-quality early years education.
- ✓ To work with the Nursery Manager to develop the nursery in accordance with the framework for the Early Years Foundation Stage (EYFS).
- ✓ Actively promote and support the protection of children and young people in the workplace, ensuring that all staff observe nursery policies and procedures to keep children safe from harm.
- ✓ Help lead and support staff to implement the EYFS.
- ✓ Deliver childcare and education that supports equality and diversity.
- ✓ Mentor and coach the nursery team to realise their full potential and feel supported in their roles, to enable the team to deliver high standards of childcare and education in order that Chapel Hill's, ethos and values are always promoted.
- ✓ Maintain exemplary parental engagement ensuring partnership with families is professional at all times.
- ✓ Ensure high standards of Health & Safety, hygiene and infection control measures are actively maintained across the board.
- ✓ To partake in, and contribute to all aspects of staff training and development relevant to the role and function of the nursery.
- ✓ To take full responsibility in the absence of the Nursery Manager.
- ✓ To lead the Nursery and School's extended provision.
- ✓ To cover ratios as and when required.
- ✓ Be an advocate and champion for Chapel Hill Nursery at all times to parents, staff and visitors.

### Within the School

- ✓ Contribute to and support the overall ethos/work/aims of the nursery.
- ✓ Comply with all nursery and school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Headteacher.
- ✓ Be aware of and support pupil differences, promoting the inclusion and acceptance of all children to ensure that all pupils have equal access to all nursery opportunities to learn and develop.
- ✓ Communicate and co-operate with other agencies to support the educational, development/general progress and well-being of individual pupils and to participate in meetings arranged for any purposes described above, as requested.
- ✓ Attend all relevant training and take responsibility for own development.
- ✓ Attend all relevant school meetings as requested by the Nursery Manager/Headteacher.
- ✓ Carry out any other duties reasonably requested by the Nursery Manager/Headteacher.