

Deputy

REPORTS TO: Area Manager/Directors

Scope of Position

To ensure that all children attending the setting are kept safe and receive rich and stimulating play experiences appropriate to their age and stage of development.

In the absence of the director to undertake the overall day-to-day management of the nursery.

To assist the Directors in ensuring that all legislation in relation to registration with regulatory bodies, special needs, child protection and Health and Safety is complied with and that company policies and procedures are adhered to.

Key Responsibilities

Childcare and Education

- Promote high standards of quality within the nursery regarding the environment and resources for children, experiences offered to children and planning and record keeping
- Assist in the implementation of the Early Years Foundation Stage (EYFS) curriculum
- Promote and facilitate partnership with parents/carers and other family members
- Support the development of good practice with regard to special needs and inclusion
- Work with the Childcare and Education team to continuously improve quality of childcare and education
- Ensure that children are kept safe and that staff understand, and when necessary follow Child Protection Procedures
- Work with area SENCOs, advisory teachers, health professionals and local Sure Start programmes as appropriate
- Comply with the statutory framework for the EYFS or relevant statutory regulations for Protection Procedures, relevant legislation
- Remain abreast of current developments in childcare and education policy and practice
- Ensure that staffs are following the key person procedures in line with company policy and EYFS.

Health and Safety

- Undertake a shared responsibility for health, safety and cleanliness throughout the nursery
- Adhere to all Health and Safety policies and procedures
- Be fully aware of all emergency and security procedures e.g. fire precautions, security, dropping off and collection of children
- Operate the highest standard of hygiene and cleanliness in the bedding and nappy changing area and food surface areas
- Implement Health and Safety policies within the nursery with support from the Risk Management team
- Be responsible for ensuring the nursery remains compliant in regards to suitably trained staff with relevant first aid qualifications.

Operational

- Assist the Director with the effective day to day management of the nursery
- Assist the Director with all day to day paperwork within the nursery
- Promote the nursery to current parents and potential customers
- Support the Director and staff during inspections by regulatory bodies and to assist in the implementation of any recommendations.

Deputy CONTINUED

Staff

- Assist Human Resources and the Senior Area Manager with the recruitment and induction procedure of all new staff
- Support and supervise all staff with their day to day duties
- Be responsible for participating in all self-development activities including appraisals, supervisions etc.

Communication

- Develop and promote parental partnership and involvement
- Ensure good communication between all users of the nursery
- Maintain communication links with outside agencies.

General

- Assist the Area Manager with administrative duties associated with the management of the facility, such as maintaining records on children and family, maintaining inventories and keeping personnel records
- Use the computer effectively for storing information through the nursery software system
- To undertake any other duties as reasonably requested by line management
- To adhere to all company policies and procedures
- To ensure the company's policies on diversity and equal opportunities are adhered to.

Deputy CONTINUED

JOB DESCRIPTION: Deputy

Relevant Experience	Essential	Desirable
A minimum of two years post qualifying experience in a full day care setting	✓	
Experience of leading and supporting staff teams to improve practice	✓	
Education and Training		
A Childcare and Education qualification equivalent to NVQ level 3	✓	
A higher level qualification in Early Years Childcare and Education / Childhood Studies		✓
A Management Qualification		✓
Current First Aid at Work Qualification		✓
Knowledge		
A sound knowledge of child development for children from birth to five years	✓	
An understanding of the Early Years Foundation Stage (EYFS) Curriculum	✓	
An understanding of a play based approach to children's learning and development	✓	
A knowledge of research related to childcare and education		✓
Knowledge and understanding of the key legislation related to childcare and education		✓
Knowledge and understanding of the statutory framework for the EYFS or relevant statutory regulations for Scotland and Wales and the inspection processes of regulatory bodies	✓	
Understanding of the role of the 'Key Person'	✓	
A sound knowledge of child protection procedures	✓	
Skills and Abilities		
Excellent communication skills both written and verbal	✓	
Ability to develop effective relationships with colleagues, parents and outside agencies	✓	
Ability to lead a team	✓	
The ability to plan and organise workload		✓
The ability to use computers and software packages	✓	
Other Requirements		
An understanding of and commitment to equal opportunities	✓	
An understanding of Health and Safety in the workplace	✓	
A willingness to undertake further relevant training including some evenings and weekends	✓	

Deputy CONTINUED

Certification

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature: _____

Printed Name: _____

Date: / / _____

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Supervisor's Title: _____

Supervisor's Signature: _____

Printed Name: _____

Date: / / _____

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

Senior Administrative Officer's Signature: _____

Printed Name: _____

Date: / / _____

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.