



Deputy Nursery Manager

Job Description

The Governing Body expects that staff at Spring Grove School are flexible and multi-skilled and able to take on any portfolio or area of responsibility. The challenges and demands in a school mean that specific responsibilities have to change from time to time, and this role is one in which adaptability and creativity are paramount. This list should not be seen as exhaustive.

Reporting to the Head of Early Years, working effectively as part of a team, the Deputy Nursery Manager will assist in overseeing the day-to-day running of the Nursery and management of the Nursery Holiday Club. We are looking for an energetic and enthusiastic practitioner who will use their personal skills, knowledge and experience to deliver a carefully planned Early Years Foundation Stage curriculum and high quality Nursery care.

Main Duties and Responsibilities:

- To help create a happy and secure environment in which children can develop confidence and grow as individuals, with positive management of children's behaviour.
- Managing and planning the Holiday Club provision, with the support of the Head of Early Years
- Showing a thorough understanding of the EYFS Framework in order to plan organised daily activities which support the child's personal development and ensure they are appropriate to the different age groups.
- Having key children and completing observations and assessment reports, highlighting significant achievements or problems to the Head of Early Years/SENCo.
- Working in partnership with parents and carers by welcoming and completing handovers at the beginning and end of each day and discussing children's development.
- Working closely with SLT to support the continued development of the Nursery.
- Assisting with administration tasks for the Nursery and ensuring compliance with the EYFS Framework.
- Adhering to all school policies and procedures, including having a good understanding of staffing ratios and completing risk assessments.
- Leading a team, demonstrating team player qualities, while also being self-motivated and using your own initiative.
- Positively promote the Early Years Department at all times, to develop a good relationship with parents and to be a welcoming presence to any visitors entering the Department.
- To carry out any other duties appropriate to the post as directed by the Head of Nursery.
- To supervise Creche from 3.30pm - 4.30pm one day per week.
- To hold a current Paediatric First Aid Certificate

Safeguarding of Children

All staff are responsible for the safeguarding of children in line with the School's Safeguarding (Child Protection) Policy. All new staff will be provided with training to enable them to do so.

ALL STAFF AT SPRING GROVE SCHOOL

All staff at Spring Grove School are required as part of their salaried employment to:

- Promote the best interests of the School through the excellence of their own work and courtesy shown to visiting members of the public, prospective and present parents, and other professionals.
- Work cooperatively with other colleagues and members of the Senior Leadership Team (SLT).
- Act professionally in all situations.
- Attend and contribute constructively to meetings, as required to do so.
- Arrive at school at a time to ensure they are prepared to organise or assist as needed.
- Attend school functions and concerts, as required to do so.
- Help review policies and to participate in working parties, as required to do so.
- Take responsibility for the development of their own careers, through training and the acceptance of additional responsibilities.
- Be conversant with the School's Safeguarding Policy and treat pupils with kindness and respect.
- Be aware of the School's Health & Safety Policy, to abide by it, and to make a positive personal contribution to its further development.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

Person Specification

Spring Grove School is dedicated to safeguarding and promoting the welfare of its pupils.

	Essential These are qualities without which the Applicant could not be appointed.	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.
Qualifications / Professional Development	Minimum full & relevant level 3 childcare qualification Minimum GCSE grade C (or equivalent) in English and Maths	Degree Early Childhood Studies
Skills and Experience	Experience of teaching Early Years Fluent in written and spoken English Strong IT skills in Microsoft Office and/or GSuite (e.g. Word, Excel)	Managing and Leading a team
Knowledge	Knowledge of the Early Years Foundation Stage	Aware of legislative requirements, inspection regimes, Safer Recruitment and Safeguarding and general good practice as required
Personal competencies and qualities	Team player Organisation skills Creative Patient Calm	