



The Rivers
C.of E. Academy Trust

Application Pack

Deputy Childcare Manager

An extraordinary education for every pupil



Summerhill's
Little Treasures

Welcome

Summerhill's Little Treasures has proudly been part of the highly successful Rivers C of E Academy Trust since November 2020. We are part of a dynamic trust of sixteen primaries, first and nursery schools and a thriving teaching alliance with a strong educational reputation. As a member of our 850+ staff community, you will have access to a collaborative network of colleagues who work together to drive high standards and benefit from a contributing pension scheme, access to continued professional development and opportunities for internal talent management.

Summerhill' Little Treasures is an independent nursery which caters for pupils from 3 months to 4 years old. As a setting, we are committed to creating a happy and vibrant community, where everyone feels valued. Our children are given memorable experiences that excite them about learning for life through encouragement, nurture and by celebrating their individuality.

Overview

Summerhill's Little Treasures is an independent nursery located in Tipton, Sandwell. We have four rooms within the Nursery, Bluebell room (0-1 years), Poppy Room 1-2 years), Daisy Room (2-3 years) and Sunflower Room (3-4 years). Sunflower Room is our pre-school which offers 15 and 30 hour provision. As well as full day care we also provide a wrap around service for children who attend Summerhill Primary Academy.

Established in 2008, Summerhill's Little Treasures has since joined The Rivers CofE Academy Trust in 2020

Performance

Our latest Ofsted judgement: ' Outstanding' *February 2023*

Quotes from the Inspectors:

- Children thrive in this nursery. They show enthusiasm and high levels of engagement in activities. They flourish from the very strong attachments to staff, who are extremely attentive to children's needs"
- "Highly trained, outstanding leaders and staff construct a strong, ambitious curriculum, which is well sequenced and thoroughly embedded throughout the nursery. . "
- "All children behave exceptionally well and show kindness and consideration towards their friends"

About Us

The Rivers C of E Academy Trust is a multi-academy school trust, specialists in early years and primary provision, serving over 5250 pupils across three local authorities: Worcestershire, Dudley and Sandwell.

Established in 2014, The Rivers C of E Academy Trust now comprises of a respected teaching alliance, sixteen 'Good' and 'Outstanding' primary, first, and nursery settings and an alternative provision. We are a connected learning community with a shared aim to create '**an extraordinary education for every pupil**'.

We are a community of schools with a 'Christian ethos', welcoming families from all faiths and no faiths, but together we are guided by our shared mission, vision and values.

Our Mission

- Extraordinary Education
- Extraordinary People
- Extraordinary Futures

Our Vision

Through an **extraordinary education**, we empower pupils to be life-long learners and see their limitless potential. Respectful relationships and an unwavering focus on discovering talents and interests enable pupils to flourish and be **extraordinary people**. Together, we spark aspiration and drive achievement, so that pupils contribute positively to society and to their **extraordinary futures** in an ever-changing world.

Our STARS Values



Sharing



Trust



Achievement



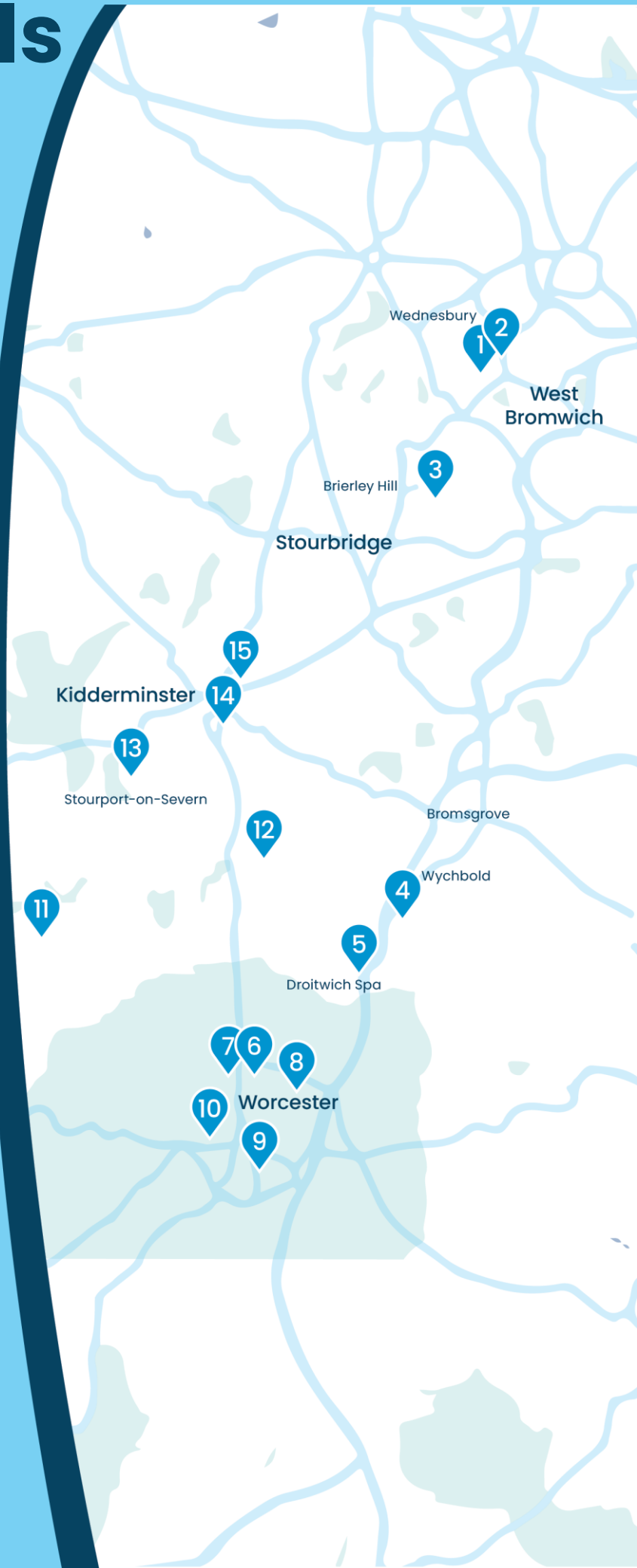
Respect



Safety

Our Schools

- 1 Summerhill Primary Academy Summerhill's Little Treasures
- 2 Jubilee Park Academy
- 3 Dudley Wood Primary School
- 4 Wychbold First and Nursery School
- 5 St Peter's Droitwich CofE Academy
- 6 North Worcester Primary Academy
- 7 Northwick Manor Primary School
- 8 Cranham Primary School
- 9 Cherry Orchard Primary School
- 10 St Clement's CofE Primary School and Pre-School
- 11 Great Witley CE Primary School
- 12 Cutnall Green CofE Primary School
- 13 Burlish Park Primary School
- 14 Heronswood Primary School
- 15 Unity Academy



Staff Benefits

We believe that collaboration and staff wellbeing are at the heart of our success.

Supported by our trust, we offer a range of benefits to enhance our work environment and support the professional and personal growth of our staff, including work-life balance.

Education Mutual

Staff can access a comprehensive range of healthcare services through Education Mutual, including mental health support, 24/7 GP Healthline, physiotherapy, stress management resources, and occupational health services.

Find out more about Healthcare and Wellbeing Services here:

www.educationmutual.co.uk/service/healthcare-and-wellbeing/

Local Government Pension Scheme (LGPS)

The Local Government Pension Scheme (LGPS) is a defined benefit plan, meaning your pension is calculated based on your salary and length of service and adjusted for inflation. This ensures a secure and guaranteed income in retirement, unaffected by investment performance.

Find out more about LGPS here:

www.lgpsmember.org/

Other staff benefits include:

- Competitive salary
- Six INSET days per year
- Protected CPL time
- Continued professional development pathway for every role
- No work communication outside working hours
- Excellent holiday entitlement for support staff: Bank holidays plus 26 days paid holiday (pro rata)
- 5 days extra paid holiday after 5 years' service (pro rata)
- Time for You' day
- Family-friendly policies including flexible working, occupational maternity and paternity pay
- Reasonable release time for significant personal events
- Length of service awards
- Resources for retirement and financial planning
- Cycle-to-work scheme
- Free tea, coffee and milk



About the Role

Job Title:	Deputy Childcare Manager
Salary:	Scale 6, points 18-22 Full-Time Equivalent salary based on 37 hours: £32,578-£34,811. (Actual salary will vary dependent on hours.)
Start date:	ASAP
Contract Type:	Hours Negotiable. We will consider applications from candidates seeking between 32.5 and 37 hours per week. Final working hours will be discussed and agreed upon as part of the recruitment process. Permanent, Full Year
Reporting To:	Headteacher, Childcare Manager
Location:	Upper Church Lane, Tipton, West Midlands
About:	The closing date for applications is 9am. Friday 25th September 2026. Applications should be made on a Rivers Academy Trust application form, which are available on our website. Completed application forms should be sent to hr-spa@riverscofe.co.uk. Interviews for this post will take place on Tuesday 29th September 2026. Shortlisting will take place by Friday 25th September. If you have not heard back from us after this date, unfortunately you have not been successfully shortlisted. We would be delighted to hear from you and if you share our vision and want to make a real difference to our pupils, school and Trust. If you have any further queries, or would like to visit our school, please call the main office on 0121 557 3282. We look forward to hearing from you.

Job Description

Responsible to: Headteacher. Childcare Manager

Key Purpose:

To support the Childcare Manager/Headteachers in maintaining a safe, happy, and stimulating early years environment

To help deliver engaging and inclusive learning experiences

To build positive relationships with children and families

To support the leadership and coordination of the nursery team

To contribute to high standards of care, education, and safeguarding

Accountabilities:

The Deputy Childcare Manager will:

- Work as part of both the nursery team and leadership team
- Be accountable to the Headteacher and Childcare Manager
- Support the day-to-day management and strategic development of the setting

Key responsibilities and activities:

Leadership Support

- Support the Childcare Manager and Headteacher in the overall leadership of the nursery and wraparound provision
- Deputise in the absence of the Childcare Manager
- Assist in line managing nursery and wrap around staff, including supporting performance and wellbeing
- Help ensure compliance with:
 - Ofsted regulations and childcare standards
 - Policies and procedures aligned with national guidance
 - Health & Safety requirements
 - Equality and diversity legislation
 - Safeguarding and child protection procedures
 - Special Educational Needs (SEN) processes
- Support the embedding of the nursery ethos and values
- Promote inclusive, high-quality childcare services
- Contribute to maintaining high standards of care, learning, and behaviour
- Help plan and monitor staff development and training needs
- Assist with staff supervision, mentoring and support for apprentices/students
- Support staff rota organisation and sickness cover planning
- Attend leadership and management meetings

Job Description

Operational and Administrative Support

- Assist with administrative processes including:
 - Registration and attendance
 - Place allocation
 - Staff rotas
 - Fee collection systems
 - Key worker systems
 - Marketing and admissions
 - SEN funding and documentation
- Support occupancy targets and sustainability of provision
- Help organise parent events, consultations, and nursery promotions
- Maintain high standards of hygiene, safety, and confidentiality
- Contribute to systems for tracking and monitoring child development

Service Delivery

- Support the smooth day-to-day running of the nursery
- Work collaboratively with the Childcare Manager to ensure:
 - High-quality learning aligned to the EYFS (Development Matters)
 - Children's individual learning needs are met
 - Consistent professional standards across the team
- Contribute to planning and delivery of the curriculum, including outdoor provision
- Support transitions between settings and classes
- Build strong partnerships with:
 - Parents/carers
 - Schools and local settings
 - External agencies (health, social care, SEND services)
- Help ensure effective communication with families via newsletters, displays, and digital platforms
- Promote the use of technology within the setting.

Safeguarding (Deputy DSL Role)

- Act as a **Deputy Designated Safeguarding Lead (DDSL)**
- Support the Nursery Manager/DSL to ensure safeguarding is central to practice

Assist in:

- Identifying and responding to safeguarding concerns
 - Liaising with external agencies
 - Maintaining accurate and secure safeguarding records
 - Supporting staff with safeguarding knowledge and confidence
- Be aware of vulnerable children, including:
 - Children with SEN
 - Children on protection plans
 - Looked-after children
 - Families needing additional support
- Support compliance with the Prevent duty

Job Description

Responsible to: Headteacher. Childcare Manager

Generic Responsibilities

- Maintain strong, professional relationships with children, parents, and colleagues
- Ensure inclusive practice at all times
- Undertake relevant professional development
- Remain flexible to meet the needs of the setting
- Carry out duties in line with equality, diversity, and safeguarding policies

Principal Contacts

Children, parents/carers, teachers, school staff, external professionals, and wider agencies

This job description is intended to provide a broad outline of the accountabilities and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

Person Specification

Criteria	Essential	Desirable
Qualifications and experience	• Full and relevant Level 3 Early Years Qualification recognized by DFE/EYFS requirements • GCSE English and Maths (Grade C/4 or equivalent) • Pediatric First Aid (or willingness to obtain) • Minimum 3 years' experience working in an early years setting. Experience leading a room or supervising staff. • Experience implementing the EYFS (Early Years Foundation Stage) • Evidence of ongoing professional development • Experience of leading practice and supporting colleagues to maintain high-quality provision	• Level 5 Qualification on Early Years or Leadership & Management • Food Hygiene Certificate • Experience in safeguarding practices and child protection procedures • Experience of supporting inspections (Ofsted or equivalent) • Experience of supervising, coaching or mentoring staff • Experience supporting budgets or resource management • Experience managing admissions, occupancy or nursery administration • DSL trained
Skills and knowledge	• Strong understanding of EYFS statutory requirements and child development from birth to age 5 • Sound understanding of safeguarding, child protection and safer working practice • Ability to support high-quality teaching, learning and care experiences • Ability to lead by example and support continuous improvement • Excellent communication and interpersonal skills • Ability to prioritise workload and manage competing demands • Strong organisational and record-keeping skills • Competent IT and digital record management skills	• Knowledge of school-based systems and processes • Understanding of SEND • Knowledge of funding streams and childcare entitlements
Personal Qualities	• Child-centred approach • Resilient, adaptable and solution focused • Professional, approachable and able to maintain confidentiality • Able to motivate and support others positively • Commitment to safeguarding and promoting the welfare of children • Commitment to equality, inclusion and continuous professional development	

How to Apply

Application forms are available to download here: [Summerhill's Little Treasures - Vacancies](#)

Please email completed application forms to hr-spa@riverscofe.co.uk by **9am Friday 25th September 2026**. Interviews for the position will take place on **Tuesday 29th September 2026**. We are committed to safeguarding and promoting the well-being of children and expect everyone to share this commitment. The successful applicant will undergo a full enhanced DBS check.

Thank you for your interest in Summerhill's Little Treasures. If you would like to find out more or to arrange a tour of the school, please get in touch using the contact details.



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Get in Touch

Summerhill's Little Treasures

T: 0121 557 3282

E: little.treasures@riverscofe.co.uk

[Summerhill's Little Treasures - Contact Us](#)

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