

## JOB DESCRIPTION



<b>READING BOROUGH COUNCIL</b>	<b>Department/Division:</b> Directorate of Education & Childrens Services
<b>Post Reference No:</b> n/a	<b>Location:</b> Caversham Nursery School
<b>Job Title:</b> Deputy Manager	<b>Grade/Salary Range:</b> SP5 -22-25 £32,654- £35,235

### JOB PURPOSE

1. To effectively support the Manager in developing the Nursery and providing an effective, efficient Day Care service within Caversham Nursery School.
2. To deputise in the absence of the Nursery Manager. Sharing responsibility for both the daily care of the children and running and administration of the Nursery
3. To oversee and provide a high quality & safe childcare environment in accordance with current legislation, Reading Borough Council childcare & health & safety policies.
4. To provide sound administrative and financial procedures to ensure the efficient and effective running of the day care.

### DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Deputy manager of the Day Care within Caversham Nursery School being accountable and responsible to the Nursery Manager and Head of School.

### MAIN DUTIES AND RESPONSIBILITIES

1. To support the Nursery Manager in the daily supervision of the setting in accordance with the requirements of the Childcare Act 2006 other relevant legislation, the setting procedures and OFSTED requirements.
2. In the absence of the Manager, be responsible for the overall management of the setting; including liaising with all external agencies.
3. To support the team in ensuring that the planning and delivery of EYFS is carried out to a high standard for all children within the setting.
4. Ensure all Policies and Procedures are adhered to in the provision at all times and that all staff are aware of and follow these.
5. To be the named transition coordinator for 0-3s.
6. To ensure that the highest standards of safety, security, hygiene and cleanliness are maintained at all times across the provision.
7. To work alongside the Nursery Manager, in the review and ensure the implementation of relevant policies and procedures.
8. To be responsible for the provision, care and maintenance of all play equipment and consumables.
9. To develop effective planning of an appropriate routine for the age ranges of the children, alongside the Nursery Manager and team.

10. To assist in the management of the waiting lists and place allocation within the admissions policy.
11. To take an active role in the recruitment, training, inductions, probations, motivation and development of staff within the setting, taking account the policies and procedures of Caversham Nursery School and all statutory requirements to ensure that staff fulfil the provisions of their job descriptions.
12. To participate in the organisation of and lead regular staff meetings and appropriate training sessions, which ensure staff, are, kept up-to-date with the latest thinking in relation to early years provision and OFSTED requirements.
13. To plan and deliver training within Caversham Nursery, across the federation and beyond as needed.
14. To ensure child/staff ratios are met at all times by organising staff shift patterns.
15. To assist in developing communication systems with parents & carers
16. To assist in the positive promotion of the Nursery to maintain high levels of occupancy
17. To have a sound and up to date knowledge of Early Years Foundation Stage and develop effective record keeping systems and evaluating the quality of provision regularly
18. To have an up to date and working knowledge of the special needs framework. To monitor the children with SEN/behavioural needs and support staff with managing this, liaising with the manager/SENCO
19. To work closely as part of the Nursery School team.
20. To continue professional development through training opportunities offered and self-development.
21. This list of duties and responsibilities should not be considered as exhaustive as other duties may be required to be undertaken by your line manager providing they are appropriate to the scale within which you are being paid.

#### **SCOPE OF JOB (Budgetary/Resource control, Impact)**

To assist with the management of administration & financial systems

#### **SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST**

What level of CRB check is required for this post? ENHANCED

Does the post require a Protection of Vulnerable Adults (POVA) check? NO

Does the post require a Protection of Children Act (POCA) check? YES

What other security/safer recruitment clearances are required for this post (*excluding standard identity/work permit/education qualification checks*)? - Please specify

Is this post 'politically restricted'? NO

What Level H&S Responsibilities are applicable to this post? LEVEL 2

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### **QUALIFICATIONS / EDUCATION / TRAINING:**

Recognised Early years qualification - NNEB/ Cache/ NVQ 3 or above or similar / Btec diploma in childcare  
Health and safety level 1 and 2 desirable but not essential as training will be given.

### **EXPERIENCE:**

1. Experience in an early years setting.
  2. Experience of supervision of staff/ students.
  3. Experience of leading a diverse team.
  4. Experience of working with babies and young children under the age of three.
  5. Experience & knowledge of the Early Years framework & The Special Educational Needs Framework.
- Experience of working with parents & other professional agencies.

### **SKILLS AND ABILITIES:**

1. Ability to take responsibility for all aspects of the Daycare, including leading the team, in the absence of the Nursery Manager.
2. Must possess good organisation skills.
3. Enthusiasm and energy.
4. Caring and supportive nature, ability to respond to many demands.
5. To be reliable, adaptable and flexible and able to work as part of a team.
6. To be able to prioritise and work on own initiative.
7. To be computer literate & have knowledge Microsoft Office or XP.
8. Team building & motivating staff experience.
9. Ability to formulate policies & procedures & to review these periodically.
10. Commitment to providing high quality nursery care.
11. To have a sense of vision.
12. To be an excellent communicator & promote the day care unit at all times.
13. To remain calm under pressure & to be sensitive to the needs of other staff.
14. To be self -confident, self-motivated to participate in all aspects of this busy Nursery.

### **WORK RELATED PERSONAL REQUIREMENTS**

To be able to work flexible hours between the hours of 7.45am and 6.00pm.