

# ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

## JOB DESCRIPTION



<b>Job Title:</b>	Deputy Nursery Manager
<b>Employer:</b>	The School Governing Body
<b>Responsible to:</b>	The Headteacher
<b>Line managed by:</b>	The Nursery Manager

### **Main Purpose of Job:**

To provide the highest quality of care and development opportunities for all children in the Nursery.

### **Responsibilities:**

- Carry out the duties of a Deputy Nursery Manager (as detailed below)
- Ensure high standards of care, development, learning and behaviour;
- Maintain and develop the ethos, values and overall purposes of the Nursery
- Implement Nursery policies and procedures;
- Communicate politely, effectively and appropriately with all stakeholders.

### **Marketing and Admissions**

To ensure optimum utilisation of nursery places by:

- Act on enquiries, arranging and hosting visits and 'settling in' days in the absence of the Manager
- Organise and host visits and tours to potential parents and children, tailoring to the needs of the child and follow-up after each visit or tour.
- Lead Nursery visits in the absence of the Nursery Manager
- Arrange 'settling in' days and inductions for potential children and follow-up after each action.
- Arranging offer letters and follow-up of offers in a timely manner.
- At all times, being pro-active in managing the portfolio of enquiries to maximise admissions and contribute to nursery school targets.
- Recording all actions for every stage of the admissions process on to Nursery in a box
- Completing reports/articles to share with different media; promoting achievements/ Stay and Play sessions in Nursery
- Liaise with the school's administrator and submit Government Early Years Free Entitlement Funding documents to the local authority with supporting parental information
- Work alongside the Manager to organise and lead on the promotion of attendance at Open Days and Events encouraging prospective parents to attend.
- Lead the nursery staff during events to meet and greet parents and prospective parents.

## **Staff Management and Development**

- Contribute to the Nursery CPD programme in conjunction with the main school CPD programme
- Contribute to the implementation of the Performance Management policy including reviews of all nursery staff alongside the Nursery Manager

## **Operational responsibilities**

- Be responsible for the day-to-day supervision of the Nursery in the absence of the Manager;
- Operate and evaluate an annual programme of activities, suitable for the age range of the children following the EYFS curriculum;
- Plan and deliver individual and group work activities with the children;
- Ensure a stimulating and attractive environment for the children;
- Operate as a keyworker for individual children, managing an agreed number of children; Observe each child's progress and report on achievements and progress; Complete all assessment records as required;
- Liaise with external agencies when required;
- Ensure that all required standards, ratios and conditions of registration are maintained at all times in conjunction with the Manager, Head of EYFS and Headteacher
- Develop excellent communications with parents/guardians, encouraging them to participate in their child's progress and development;
- Organise events, trips, parents meetings and open days as required;
- Prepare for both internal and external inspections and address any recommendations made;
- Lead on specific areas of responsibility as agreed with the Manager and Headteacher.

## **Training**

- Undergo training to develop and maintain the knowledge and skills required to carry out the role
- Undergo all Safeguarding training annually and attend termly refresher training
- Undergo Prevent training and be able to:
  - Support the school in meeting the requirements of the Prevent duty
  - Provide advice and support to staff on protecting children from the risk of radicalisation
- Undergo training on female genital mutilation (FGM) and be able to:
  - Provide advice and support to staff on protecting and identifying children at risk of FGM
  - Report known cases of FGM to the police, and help others to do so
- Refresh knowledge and skills at least annually so remain up to date with any developments relevant to the role
- Obtain access to relevant resources

## **Raise awareness**

- Ensure the school's safeguarding and child protection policies are known, understood and used appropriately
- Work with the Manager and governing board to ensure the school child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly
- Ensure the safeguarding policy is available and easily accessible to everyone in the school community
- Ensure that parents have read the safeguarding policy, and are aware that referrals about suspected abuse or neglect may be made, and the role of the school in this
- Link with the local safeguarding children board (LSCB) to make sure staff are aware of training opportunities and the latest local policies on safeguarding
- Be alert to the specific needs of children in need, those with special educational needs and young carers
- Encourage a culture of listening to children among all staff, ensuring that children's feelings are heard where the school puts measures in place to protect them

## General Information

This job description summarises the main duties and accountabilities of the post and is not exclusive.

The post holder may be required to undertake other duties of similar level of responsibility.

It is anticipated that this job description will change over time in accordance with the needs of the role.

The role holder will be consulted on any proposed amendments.

## Mandatory Duties

### Safeguarding

- At all times ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.

### Health and Safety

- Personally responsible for the health, safety and welfare of all staff that may be affected by the post holder's acts and/or omissions.

### Equal Opportunities

- Personally responsible for equal opportunities awareness and ensuring that the post holder is aware of, and carries out, the provisions contained in the Equal Opportunities Policy.

This document is signed as having been negotiated, agreed and seen by the Nursery Deputy Manager and Headteacher. It will be reviewed annually.

Signed.....  
*Deputy Nursery Manager*

Date.....

Signed.....  
*Headteacher*

Date.....