



CITY AND ISLINGTON
COLLEGE

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JOB DESCRIPTION

- A. TITLE OF POST:** Deputy Nursery Manager CBAT and CLL
(35 hours x 38 Weeks Term Time Only)

RESPONSIBLE TO: Nursery Manager /Head of College Nurseries

GRADE: Grade 2,

SALARY: £26,671

CLOSING DATE: 10/12/2017

B. PURPOSE OF THE JOB:

1. Direction of the Nursery manager/Head of College Nurseries your role is to support the operations of the nursery in line with City and Islington's Colleges and the nurseries policies and procedures.
2. As part of the Nursery Leadership team to deputise for the nursery manager on the deployment of resources (human and otherwise), nursery finances, health and safety , safeguarding, child protection and student and parental engagement and team supervision .
3. To ensure Ofsted requirements are maintained at all times.

C. MAIN DUTIES AND RESPONSIBILITIES

1. Child Protection, integrated working and promoting the welfare of the child and family when deputizing for the manager:
2. To ensure the nursery consistently promotes positive behaviour, self control and independence in the children through using effective behaviour management strategies and developing children's social, emotional behavioural skills.
3. Ensure that the nursery maintains and develops a learning environment that is inclusive and promotes children's health, safety and physical and emotional well being.
4. Ensure the City and Islington Colleges child protection and safeguarding procedures are consistently implemented and in conjunction with the nursery manager liaise with outside agencies. To ensure nursery staff understand the nurseries child protection policies and procedures.

Customer service

1. Support the nursery manager within building links with parents in supporting parent participation partnership with parents
2. Deal with first line enquires from students and other professional including dealing with complaints and compliments
3. In all contacts conducts themselves in a friendly, courteous and professional manner
4. SIGN post parents and other professionals to relevant services when necessary
5. Support students on placement both within a supervisory role as well as a mentoring

Human Resource Management

Working with the manager to;

1. Manage, develop and deploy whole nursery team ensuring that the nursery is adequately staffed at all times
2. Manage staff in line with performance management framework
3. In the absence of the manager keep an open dialogue with HR department on any staffing issues

Health and Safety

To support the nursery compliance and regular audit on:

1. Health and safety ensuring effective implementation of all the nursery health and safety polices and procedures
2. Risk assessment and risk management
3. 2.Fire risk assessment and fire safety
4. security
5. 4.Ofsted
6. 5.Agency staff safeguarding procedures
7. Food safety and dietary needs, including allergies
8. Any other compliances and regulatory areas that may arise

Personal development

To be proactive to manage own continuing professional development

Supporting Child Development

1. To undertake and enable staff to carry out all nursery worker responsibilities
2. To work within a key person system and to enable staff to carry out all nursery worker responsibilities such as maintain children's learning journey records which identify children's individual needs, abilities and progress. To show staff teams how to focus on the needs of the children and motivate them to strive for excellence in meeting the standards of best practice in childcare and devilmnt as well as the statutory requirements of the Early Years Foundation Stage
3. To plan and organise activities which reflect observation, assessments and record keeping and implement anti-discriminatory practices.

Shared duties and responsibilities

1. To participate in and contribute to regular staff meetings, supervise (with manager) and training
2. To share and delegate tasks necessary as part of the general up keep of the nursery(e.g. laundry, toy cleaning, equipment organisation etc)
3. To assess and manage additional responsibilities for children's safety which trips and outings can necessitate
4. To undertake any other tasks , as required by the manager which are necessary fir the smooth running of the nursery

Key relationships

Nursery manger and EYP

Children and Families
Employees
Members of multi –professional teams
Outside Professionals

Major Decision in Role

Supporting the nursery manager
Managing occupancy
Fees Collection
Deployment of staff
Deployment of resources

Change management

1. To support and contribute to nursery development plan
2. Mentor new staff
3. To manage children's behaviour in line with nursery policies and procedures and SEN code of practice

D. EXPECTATIONS OF THE POST HOLDER

- Ensure that the college policy for equality of opportunity is adhered to and promoted in all aspects of the post holder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the college's quality assurance procedures and systems.
- Undertake responsibilities for safeguarding and protecting the welfare of children and vulnerable adults
- To comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the college.

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

E. PERSON SPECIFICATION

Qualifications and Experience

1. Level 3 in Child Care and Education or equivalent

Knowledge and Understanding

1. Post qualified experience in a group setting working with babies and /or 2-5 year olds

2. Demonstrate knowledge and understanding of Early Years Curriculum and the ability to operate effectively
3. Child protection and Safeguarding procedures
4. Health and Safety issues and procedures including nursery hygiene
5. Nursery records
6. Anti-discriminatory practices
7. Child Development

Skills and Abilities

Demonstrate ability and understanding of the need to:

1. Communicate effectively with children and adults e.g. parents /carers , colleagues and other professional
2. Work collaboratively with parents
3. Work constructively with team members
4. Keep neat and accurate written records and to have experience in administration
5. Make positive and objective observations of children
6. Use initiative, in line with policies and procedures
7. Develop opportunities for creative and imagination including ideas from other team members
8. Respond and support and motivate colleagues
9. Manage children's behaviour within the remit of the nurseries policies and procedures and explain to other staff why some methods might not be appropriate
10. Implement anti-discriminatory practices
11. Work with other child care professionals
12. Demonstrate commitment and willingness to work within Equal Opportunities Policy
13. Participate and support manager in staff meetings , training days and other nursery/organisational events
14. Work flexibly to new ideas and act as a role model to staff
15. Receive supervision and training
16. Maintain balance between being a team member and a Deputy manager
17. Take a broad overview of nursery routine /activities and deal with interruptions to routine
18. Be tolerant of others staff parents and children
19. Has a good level of professional knowledge and desires to keep this up to date through continuous professional development
20. Self aware, positive, even tempered and calm under pressure. Has an affinity with people and is empathetic and culturally sensitive

When completing your application form and writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.

Please return by post to: HR, 383 Holloway Rd, London. N7 0RN or you can email it to: jobs@candi.ac.uk