

## THE DIXIE GRAMMAR SCHOOL

### JOB DESCRIPTION

<b>POST</b>	Deputy Nursery Manager
<b>RESPONSIBLE TO</b>	Joint Heads of Nursery
<b>DIRECT REPORTS</b>	Nursery Staff
<b>CONTRACT TYPE</b>	Permanent & Full Time 40 hours per week (Flexibility required to meet the operational needs of the Nursery).
<b>SALARY</b>	£28,268 to £34,789 depending on experience
<b>ANNUAL LEAVE</b>	25 days to be taken primarily during term time (plus 2 discretionary days may be awarded at Christmas)

### JOB PURPOSE

To work as part of the management team in the Nursery, developing and administering policies and procedures to deliver all childcare operations in line with the EYFS framework and School's strategic plans to support the school vision. The Deputy Nursery Manager will report to the Joint Heads of Nursery and will work closely with them, as well as the wider members of the Junior School Senior Management Team (JS SMT) and Senior Leadership Team (SLT) who cover the 0-18 age range. The Deputy Nursery Manager will lead the Nursery during the school holidays.

### Main Duties and Responsibilities

#### Childcare

- Drive and deliver the highest standards of care throughout the Little Leopards Nursery as detailed in the nursery policies and procedures and in accordance with OFSTED and ISI requirements.
- Assist the Joint Heads of Nursery in ensuring the "key-worker" and "key-person" system is fully operational.
- Assist the Joint Heads of Nursery in managing communications and relationships with outside agencies such as Early Years Advisors and Health Visitors for the benefit of the children and nursery.
- Ensure that each child in the nursery has up to date records including first steps, attendance registers and emergency contact numbers including those of their day to day activities and development through learning journeys.
- Act as a role model to ensure that all staff develop positive relationships with parents/carers.
- Ensure that planning against the EYFS framework is delivered and met at all times through the development of an inspiring and creative environment.
- Support the planning, attending and leading informative parents' evenings and open mornings.
- Ensure all daily checklists are completed on time and accurately, such as room opening and close, outdoor, bathroom and kitchen checklists.
- To be predominately room based unless stepping up to be duty Manager.
- Ensure children are provided with an environment where they value and respect different cultures, religion, language and disability and ensure that toys and games reflect this within the setting.
- Ensure all Safeguarding procedures are followed and that all protocols are followed by all members of staff in the event of an allegation being made.

- Demonstrate a commitment to ongoing professional development in all areas relevant to the role including child development, First-Aid and legislation.
- Ensure there is general cleanliness of the children at all times, this includes noses, faces, toileting and clothing care and that all children are adequately supervised during play (indoors and outdoors) and at mealtimes.
- Operate the highest standards of hygiene and cleanliness in the bedding, nappy changing and food service areas.
- During term time, to be flexible in working across all rooms within the nursery.

## **Management**

- To act as 'Duty Manager' as part of rota to support the effective operation of the setting.
- To assume the lead role and responsibilities of the Nursery, including the day-to-day running and staffing of the nursery, during school holidays.
- Directly line manage, mentor, and supervise Nursery Assistants/Practitioners (as determined by the Joint Heads of Nursery) including conducting regular 1:1 meetings.
- Organise staff training and updates for the team and conduct thorough inductions, annual appraisals and supervisions where requested.
- Assist the Joint Heads of Nursery in dealing with staff issues such as grievances, investigations, disciplinary matters and absence management, in accordance with the school's policies and procedures.
- Assist the Joint Heads of Nursery in managing staff annual leave requests to ensure the nursery is adequately staffed at all times and all staff rotas are accurate, including reporting of absence through sickness and holidays.
- In conjunction with Finance, support the collection of parent's fees and follow all school finance procedures.
- To take responsibility for the SEND needs of the nursery and work alongside the Head of EYFS on such matters.

## **Policies and Procedures**

- To support the Nursery Safeguarding procedures in being a deputy designated safeguarding lead. To be a go to person for all staff regarding safeguarding and to work with and alongside the local Safeguarding board where applicable.
- Assist the Joint Heads of Nursery in supervising the administration of all medication within the nursery, ensuring the medicine policy is followed at all times.
- Ensure that the school's policies and procedures are followed, including Employee Handbook, HR systems, Health and Safety, Training, and Financial.

## **Health and Safety**

- Assist the Joint Heads of Nursery in leading the responsibility for Health, Safety and cleanliness throughout the nursery.
- Be responsible for all emergency and security procedures, e.g. fire procedures, routines for dropping off and collecting children and marking the register.
- To be responsible for recording accidents in the accident book when on duty and follow up in conjunction with the School Health & Safety Officer.
- In conjunction with the First Aid Lead for the school to ensure all relevant accident procedures are followed and reports are submitted to RIDDOR, ISI and OFSTED where appropriate.
- Undertake and maintain records of regular risk and COSHH assessments.

## **Business Development & Marketing**

- Proactively market the nursery to meet occupancy objectives, ensuring all parent show arounds are informative and engaging.
- Plan, attend, and lead promotional events, including stay and play sessions, open evenings/days, and parents' evenings.
- Ensure timely and effective follow-up on all enquiries and events to convert prospective families into bookings.

### **General**

- Assist the Joint Heads of Nursery in actioning and monitoring all child protection issues, parent issues, complaints and accidents to ensure that remedial action is taken immediately, liaising with the SMT/SLT as appropriate.
- Assist the Joint Heads of Nursery in ensuring that following any OFSTED or ISI visits, any recommendations made by the inspectors are actioned.
- Be fully conversant with all operational systems and support staff training and updates as required.
- Carry out specific management tasks as directed by the Joint Heads of Nursery/SLT.
- Work within the school's policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
- Engage actively in the Performance Development Review (PDR) process.
- Adhere to school policies.
- Undertake other reasonable duties related to the role required from time to time.

**NB:**

This job description is current at the date shown but may be changed by the Headmaster following due consultation, to reflect or anticipate changes in the role which may be required. The post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.