

## **Job Description – Hartley Primary Academy**

<b>Post Title:</b>	<b>Deputy Nursery Manager-Additional Responsibility, Assistant SENCO for Nursery</b>
<b>Accountable to:</b>	<b>Principal</b>
<b>Manages:</b>	<b>Nursery staff</b>
<b>Contacts:</b>	<b>Principal, EYFS lead, Office Manager, FLO, SENCO, parents/carers of nursery children, children in the nursery</b>

### **Purpose of Job**

- To be responsible for and to oversee the day to day management, staffing, organisation and smooth running of the nursery, including the supervision of staff;
- To assist in leading and managing the provision of special educational needs learning support; and to take on the role of Assistant SENCO to support high quality teaching, effective use of resources, and high standards of learning and achievement for all pupils, to support the day-to-day operational work of the school SENCO.
- To develop the ethos and to create a welcoming and family friendly environment;
- To contribute to the strategic planning, monitoring, evaluation and development of the Nursery in conjunction with the EYFS Leader;
- To ensure the EYFS is promoted and delivered within the setting and the principles adhered to;
- To be responsible at all times for high standards of care and education of children in accordance with statutory requirements;
- To order and maintain equipment and resources in the nursery;
- To keep a register and up to date records of all children using the nursery and to give regular feedback to parents about their child's development and progress;
- To be accountable and responsible for administration of funding forms; including adding new children's forms;
- To be responsible for admissions in line with the admissions policy; ● To be responsible for optimised occupancy levels in nursery.

### **Main Duties and Responsibilities**

- Responsible for management, supervision and appraisal of the following staff: Deputy Manager, nursery assistants, Level NVQ 2/3 workers, unqualified/Level 1/2 workers
- To assist the SENCO in leading the provision for special educational needs , liaising with the Nursery Manager and Principal as required.
- Manage supply staff that may be required from time to time and supervise students on placement;
- Make recommendations and proposals about service developments and changes, but not to make decisions about substantive changes to the nursery;
- Play a key role in planning and monitoring of the nursery and implementing essential policies and procedures with guidance and in conjunction with the EYFS Leader. This will require creative thought together with an informed understanding of statutory requirements and best practice for childcare;
- Work to Nursery policies about Keeping Children Safe, Equal Opportunities, Data Protection and Confidentiality;
- Need to understand and implement policies and procedures (for example for Health and Safety) in relation to staff, rooms and resources;
- Act as the Designated Safeguarding Lead for the nursery provision, in the absence of the Principal;

- Ensure that the nursery provision is clean, safe and welcoming for families and staff;
- The Nursery Manager will be a key holder for the nursery.

### **Notes**

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.



