

Name of Setting:	Play Studio Montessori Nurseries Part of Templesprings Childcare Services Ltd
Location:	9E Rigby Gardens Chadwell St Mary Essex RM16 4JJ
Job title:	Deputy Nursery Manager
Type:	Full Time
Hours of Work:	Monday to Friday 37.5 hours a week
Accountable To:	Directors of Templesprings Childcare Services Ltd
Direct Reports	Room Leaders, Deputy Manager, Practitioners, Teacher
Reports to:	Directors of Templesprings Childcare Services Ltd.
Salary & Benefits	<ul style="list-style-type: none"> <li>• Competitive Salary</li> <li>• Holiday entitlement increasing by one day for each two years of service</li> <li>• 28 days paid holiday inclusive of bank holidays</li> <li>• Free food and refreshments</li> <li>• Free breakfast and afterschool club</li> <li>• Free music lessons for yourself or a family member*</li> <li>• Pension scheme</li> <li>• Free Avios points*</li> <li>• Continuous development and on-going early years quality training</li> <li>• Coaching and mentoring from directors</li> <li>• Employee assistance programme</li> <li>• Performance Review Framework and service recognition rewards</li> <li>• Around-the-clock access to a dedicated and supportive Senior Management team, providing you with operational and organisational support.</li> <li>• We provide opportunities for growth to become a leader and excel within the company.</li> <li>• We offer bespoke leadership coaching for leaders and managers which helps and supports them to be the best leader, promoting team effectiveness and positive working culture.</li> <li>• Free uniform</li> <li>• Love your team week and staff appreciation week</li> <li>• Free day off on your birthday</li> </ul>
The Opportunity	<p>Templesprings Childcare Services Ltd. is expanding! We are seeking enthusiastic, motivated, talented Early Years Workers to be a part of our continued growth and success. This is a fantastic opportunity to develop and cultivate a state-of-the-art brand-new Montessori setting.</p> <p>We are looking for a Deputy manager who have a passion and drive for providing high quality education for children from three months to five years. You will be an excellent team player and role model to all staff and children.</p> <p><b><i>Your initial employment is conditional upon the provision of a satisfactory Disclosure and Barring Certificate of a level appropriate to your post. You will be required to consent to subsequent criminal record checks from time to time during your employment as deemed appropriate by the Company. In</i></b></p>

***the event that such certificate(s) are not supplied your employment with us will be terminated.***

***We are committed to safeguarding and promoting the welfare of children and young people and expect all staff, contractors and volunteers to share this commitment. We have several policies and procedures in place including, Safer Recruitment, Safeguarding and Child Protection, to ensure the welfare and safety of all the children in our care. We will work with external agencies and share necessary information when any concerns arise.***

***Your role will be appraised on a regular basis by the Proprietor during which your performance will be reviewed and assessed in accordance with personal and nursery aims and objectives. Whilst the role description contains specific responsibilities, it is expected that you will have a high degree of integrity and initiative in managing your own performance and self-evaluation.***

***(Bidemi Johnson, Proprietor)***

#### **Purpose of the role and responsibilities**

Your responsibilities will be varied and far-reaching including.

- To provide managerial cover in the absence of the Manager.
- To take responsibility for the nursery in partnership with the Manager and Nursery Teacher.
- To implement health & safety and hygiene requirements.
- Leading and managing the staff team effectively; Supporting the management of staff recruitment and retention
- To assist the Manager to ensure all staff share responsibility for maintaining high standards of integrated education and care; and assist with staff development
- To assist the Manager to develop and or coordinate community services
- Quality and Policies management, ensuring all policies are implemented; Industry and government regulations always adhered to.
- To assist in the promotion, direction and oversight of high standards of care, teaching and progression through effective inclusion for children with special educational needs.
- Support with SEND.

The following list is typical of the level of duties; however, it is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

- Provide induction training and monitor the progress of new employees during the probation period.
- Make all staff fully aware of the Safeguarding and Child Protection policies and procedures,

including all setting policies and procedures.

- Maintain confidentiality in matters of Child Protection and Safeguarding, liaising with the DSL and completing appropriate observations and paperwork as needed.
- Ensure that staff follow the requirements of the nursery operational plan, medium- and long-term plans plus the requirements of the Ofsted SEF.
- Update and maintain Setting policies and procedures, and the Operational Plan as needed, and making the documents easily accessible.
- Maintain an accurate and effective personnel management system in accordance with the HR policy, ensuring all necessary paperwork is securely retained on each staff member, and that such files are kept up to date.
- Ensure that staff appraisals are carried out twice per annum.
- Attend networking meetings both local authority and NDNA organised.
- Maintain appropriate staffing levels and ratios at all times, ensuring that compliance with regulations relating to minimum staffing levels is adhered to.
- Responsibility for staffing schedules including planning and organization of staff rotas and holiday request for the nursery. Covering in all rooms as needed.
- In relation to sickness and absence ensure you have adequate cover, and that everyone is informed, and bank staff arranged.
- Within reason comply with requests to work outside normal hours, for example to cover if staff unexpectedly have to leave the room or are called away.
- Participate in all activities related to nursery publications, advertising, public relations, the web site and other marketing activities designed to promote the nursery.
- Participate in professional activities designated by the Manager, which may include workshops, insets, meetings, assessment, reporting to parents, planning and other professional pursuits.
- Proactively market the nursery in line with the sales and marketing plan.
- Participate in professional meetings and training outside of the nursery as needed.
- Attend and prepare for events such as Open Days/Evenings, Sports Day, Parent-Pupil Events, Trips etc
- Review and monitor occupancy levels with the view to maintaining optimum capacity.
- Help to identify new sources of income, opportunities for increased profit and ideas for cost reduction.
- Work in partnership with parents/carers, recognising that parents are their children's first educators, and encourage parental involvement in the nursery.
- Support at meal times and lunch cover.
- Other job duties as assigned.

## Person Specification

Qualification	Essential/ Desirable
1. Childcare qualified to minimum Level 4 from a recognised awarding scheme (CWDC Diploma, NNEB, BTEC, NVQ, CACHE )	E
2. Association Montessori Internationale (AMI) Certified	D
3. Educated to minimum GCSE level with passes in four or more subjects two of which are English and Maths	E
4. Valid paediatric first aid qualification	E
5. Fully trained in the Early Years Foundation Stage.	E
6. Understanding of Child Development	E
7. Fluency in written and spoken English.	E
8. Knowledge of Early Years SEND	E
9. Commitment to continuous professional development	E
10. Valid Safeguarding & Child protection certificate	E
<b>Experience</b>	
11. Post qualification experience, including supervisory experience	E
12. Staff or student supervision and training	E
13. Experience of working in a culturally diverse early years setting.	E
14. Experience of working with children 0-5 years in a private or maintained setting.	E
15. Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation e.g., Equal opportunities, Safeguarding, Health and Safety requirements, children's Act etc	E
<b>Skills and Abilities</b>	
16. Microsoft Office 365 Application (Email, Word, Excel, PowerPoint, Teams)	E
17. Websites and Social Media Platforms	D
18. Excellent organizational skills, Knowledge of preparing minutes, reports, and general correspondence.	E
19. Ability to develop an effective team	E
20. Ability to build and form good relationships with parents and students	E
21. Ability to deliver a quality service whilst under pressure	E
22. Knowledge and understanding of the educational, developmental, and health needs of children and families	E
23. To promote continual personal development and learning amongst employees	E
24. An ability to carry out light physical duties to include lifting babies and children and furniture	E
25. Housekeeping tasks and setting up resources	E
<b>Personal Characteristics</b>	
26. A personable, professional attitude and manner.	E
27. Warm and caring personality – friendly and approachable to families	E
28. Friendly, super-organized, hard-working person	E
29. Ability to manage own time effectively and prioritize workloads.	E
30. Ability to think critically and make decisions.	E
31. Able to work independently and to manage own time efficiently.	E
32. Ability to work on own initiative and as part of team	E
33. Ability to work under pressure and to meet deadlines.	E

34. Excellent communication skills, both oral and written	
35. Flexibility to cope with the changing needs of the nursery	
36. Being comfortable with writing reports, letters, appraisals, emails	
37. Emotional resilience in working with challenging behaviours	
38. Accurate with good attention to detail, focused, methodical approach to tasks	
39. Able to demonstrate reliability and initiative	