



PlayPals Nursery, c/o St John's Primary School Abram

Job Description for Nursery Deputy Manager

We strive to provide **big opportunities for little people**, giving the best start in life

Reporting to	Nursery Manager Directors of PlayPals Childcare Ltd and QUEST Trust
Main responsibilities	To deliver high standards of learning, development and care for children aged 0-5 years old. To deputise for the Nursery Manager. To supervise and appraise Nursery staff as directed. To ensure that the Nursery is a safe environment for children, staff and others. To develop strong partnerships with parents/carers to increase their involvement in their child's development. To be responsible for any tasks delegated by the Nursery Manager.

Main Activities:

- To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- To deliver an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress and to support other staff in doing so
- To help ensure the preschool nursery meets Ofsted requirements at all times
- To work in partnership with the EYFS Team across QUEST.
- To undertake designated officer roles as directed.
- To undertake appraisals and supervisions as directed
- To work with other professionals in the local area for the benefit of children and families
- To understand and work to preschool nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
- To plan activities which ensure each child is working towards the early learning goals and support others in doing so
- To be a key person.
- To ensure records are properly maintained
- To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- To work in partnership with senior management to update and review the self-evaluation and improvement plan.
- To undertake any other reasonable duties as directed, in accordance with the nursery aims and objectives.





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Person Specifications

Factors	Essential Criteria	Desirable Criteria
Education & Qualifications	Minimum Level 3 qualification in Children and Young Peoples Workforce or equivalent.	Food Hygiene Certificate Paediatric First Aid
Experience/ Knowledge	<ul style="list-style-type: none"> • Excellent working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance. • At least one year's recent relevant experience • Knowledge and proven practical experience of implementing good quality learning opportunities. 	Two or more years relevant experience
Skills & Attributes	<ul style="list-style-type: none"> • Empathy and understanding of children under five. • Excellent verbal and communication skills with children and parents. • Ability to write reports and keep clear and accurate records. • Excellent organizational skills • Administrative and basic IT skills • Calm and caring nature Ability to work as part of a team • Able to work on own initiative 	
Personal Qualities	<ul style="list-style-type: none"> • Reliable, enthusiastic, and flexible • A commitment to quality in all areas, with a high level of motivation and enthusiasm • Able to perform under stress • A creative thinker • A good sense of humour 	

The successful candidate must have:

- Satisfactory enhanced DBS clearance and the right to work in the United Kingdom.
- Evidence to support information within the support statement and application form.
- Satisfactory references.

