



# PolkaDots Nursery

**Job Title:** Deputy Manager

**Responsible to:** Directors and PolkaDots Manager

## **Purpose of Post:**

- To support the aims and objectives of PolkaDots Nursery and assist the manager in the organisation of a high-quality establishment for children from 2 to 5 years
- To provide high standards of childcare and education - including monitoring and reviews of setting, providing a safe, caring environment to enable the emotional, social and educational development of children
- To work under the direction of the manager and deputise for her as and when required and take overall management responsibility for the nursery in the absence of the manager
- To direct and support staff as agreed by the PolkaDots manager

## **Main Duties:**

- To promote the high standards, aims, objectives of the setting always to children, parents/carers, staff and visitors
- Assist the manager in providing effective day-to-day management of the nursery
- Assist the manager in the implementation of effective policies and procedures within the nursery and in promoting equal opportunities throughout
- To actively promote and support the safeguarding of children and young people in the setting, ensuring that all staff and volunteers observe Setting policies and procedures to keep children safe from harm
- To maintain high levels of confidentiality at all times including company business and any information regarding children or parents and to ensure confidentiality of information inside and outside of the setting
- To manage your time and duties effectively and work alongside the management staff team, undertaking reasonable tasks, where necessary for the continuation of high-quality care and safety within the nursery.
- At all times abide by the Statutory Framework for the Early Years Foundation Stage
- To liaise and work with external professionals for the benefit of children and families.
- Fulfil duties as the SENCO for the setting to promote inclusion of the children, staff, parents/carers and visitors
- To professionally deal with issues which may arise with parents, staff, visitors and general enquiries.

**Safeguarding:**

- To support and assist on safeguarding issues within the setting, assist in providing opportunities for staff to address concerns over children's welfare, liaising regularly with the safeguarding lead.
- To undertake and assist on additional responsibilities such as SENCO, training co-ordinator, safeguarding Officer, health and safety officer etc when required

**Children:**

- To assist with the development and implementation of systems to monitor and record child development;
- To support children with special educational needs in all areas of care and development and to ensure the setting maintains a high-quality environment to meet the needs of all individual children from differing cultures and religious backgrounds, and stages of development;
- To attend your key child's home visit, settling and planning your key child's transition from home to nursery
- To keep records of your key children's development through the different formats of observation styles which we use at PolkaDots, sharing these with parents
- Assist in keeping a record of child's absences and the reasons by contacting parents/carers and recording their responses
- To adhere to the nurseries outing policy and to assist during outings and trips with children ensuring extra responsibility for the children's safety on such occasions

**Parents:**

- Developing partnerships with parents/carers to increase involvement in their child's development
- Liaise with parents/carers and staff to help ensure that the needs of all children are met. Informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- Support families and children during the transition from PolkaDots to mainstream school/Nursery. Attend transition meetings and liaise with Schools for a smooth transition, passing on up to date reports on individual children.

**Staff:**

- To assist in leading a team of professional workers and to always ensure good practice with planning, organisation of staffing schedules and daily rotas to ensure adequate staffing levels are maintained

- To lead by example and act as a role model to all staff, students, and volunteers supporting their individual training requirements and promoting a good staff team
- Maintaining staff awareness of fire drill in accordance with the code of practice
- To attend and contribute to weekly staff/planning meetings and training sessions
- To remain flexible with regard to cover within the nursery, especially during busy periods, and contribute as a team member

#### **SEN:**

- To work alongside parents/carers of children with special needs to achieve full integration within the nursery
- Ensure health care plans and medication permission forms have been filled in thoroughly, ensuring a G.P has signed the health care plan in place
- Allocating and co-ordinating SENCO duties, in accordance with the SENCO JD, organising and setting times for special time activity groups to take place

#### **Curriculum:**

- To effectively deliver the EYFS ensuring that the individual needs and interest of children in the setting are met and evaluate where applicable
- To follow the EYFS and guidelines as laid down by OFSTED guidelines
- To observe by writing and typing up individual observations including photographic observations, identifying children's level of development, their scale of wellbeing and involvement and their characteristics of effective learning

#### **Nursery Environment:**

- To ensure high standards of hygiene and cleanliness are maintained always.
- Assist the manager with the efficient upkeep of the building and maintenance/stock of equipment, furnishings and fittings
- To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, and tidying up the nursery keeping the environment safe and decluttered
- To maintain high safety standards always, answer the door/phone as appropriate, ensuring no unauthorised access to the nursery, ensure all visitors have signed into our visitor's book and ID has been seen

## Candidate Specification

### Essential:

- Experience of working with young children
- NVQ level 3 in Early Years Childcare and Education or equivalent
- High working knowledge of curriculum frameworks e.g. EYFS
- A commitment to the provision of high-quality childcare with an interest in the care, learning and development of young children
- Knowledge of keyworker systems and record keeping
- Excellent written and spoken English
- Excellent numeracy skills
- Excellent communication and leadership ability with colleagues, parents and children.
- Excellent organizational skills
- Ability to use initiative
- First Aid trained
- Thorough understanding of safeguarding issues and procedures
- Thorough understanding of Inclusion, equal opportunities for children, colleagues and parents
- Good punctuality and attendance
- Patience, reliability and trustworthiness
- Awareness of health and safety and practical hygiene issues
- Ability to be a good role model to colleagues, motivate them and work with them
- Excellent knowledge of child development
- Genuine love of working with young children in the early years profession
- Willing to learn new skills and undertake continuous professional development

### Desired:

- Experience of similar position in previous employment
- Experience of leading a team of staff
- An understanding of staff induction, supervision, and appraisal processes
- Good working knowledge of Outlook, Word, Excel
- Level 4 or higher qualification or equivalent.
- Food Hygiene certificate
- Experience in the role of SENCO
- Proven administrative experience, including handling confidential staff and child records
- Ability to spend time training and observing staff on a daily basis whilst maintaining an informal and friendly manner
- A positive approach to learning and gaining new skills through teamwork and training opportunities
- A good sense of humour and ability to work well within a small team