

## Deputy Manager | PolkaDots Nursery Cresswood Hall

PolkaDots is an independent, family run nursery with two settings in northwest London (NW5). Providing a safe and caring environment for all our children in a setting that's friendly and fun, our motto is to educate, nurture and inspire children to learn through play. Whatever their individual needs, we ensure every child at PolkaDots has full access to the EYFS curriculum and beyond – with Music and Makaton sessions as well as Dance and Yoga classes with professional instructors.

We're looking for a Deputy Manager to join our community at our Cresswood Hall Nursery. Our nursery is open during term-time (38 weeks per year) to children aged 2 to 5 years-old. We operate school hours for our children and our Deputy Manager can expect to be on site 8:30am – 3:30pm Monday to Thursday and 8:30am - 2pm on Fridays.

We want to appoint a highly motivated and enthusiastic Deputy Manager who will be able to deliver excellent standards of care and education for our children. The successful candidate will love working with children while also having an excellent understanding of child development.

As a small nursery, relationships are key to who we are. Our staff team is our greatest strength and most valuable asset. Because we recognise this, we continually invest in them and offer training and other opportunities to develop professionally. This includes Makaton training from a Regional Makaton tutor, professional development led by Camden's Education and Wellbeing teams and continuous internal training, for example in areas such as safeguarding and technology use.

This role will suit someone who wants to be at the heart of a caring team, who wants to continue to develop professionally, and who takes pride in caring for young children to help them grow.

If you'd like to be part of our PolkaDots team, we'd love to hear from you.

Please contact us directly for a full job description with a complete list of duties

### **Essential Qualifications & Skills:**

- 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 communication and leadership ability with colleagues, parents and children
- Excellent organizational skills
- Excellent written and spoken English
- Excellent numeracy skills
- Paediatric First Aid qualification
- Thorough understanding of safeguarding issues and procedures
- Thorough understanding of inclusion, equal opportunities for children, colleagues, and parents
- Awareness of health and safety and practical hygiene issues
- Ability to be a good role model to colleagues, motivate them and work with them
- Ability to use initiative

- Good punctuality and attendance
- Patience, reliability and trustworthiness
- 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

Contract: Full-time (38 weeks per year term-time), permanent

Starting date: Monday 31<sup>st</sup> October

Salary dependent on qualifications and experience

Application deadline: Friday 30<sup>th</sup> September

PolkaDots Nursery is committed to Safer Recruitment practices. The safety and wellbeing of our children and staff is our priority and we operate a robust Code of Conduct. All successful candidates will be subject to comprehensive referencing and an enhanced DBS among other pre-employment checks before commencing employment.