



Job Title	Deputy Nursery Manager
Grade	GLC Point 17-22
Reports to	Headteacher, Nursery/Class Teacher
Responsible for	N/A
Liaison with	Nursery/Class Teacher
Job Purpose	To work under the direction of the Early Years Lead. The role will include taking ownership of the Nursery Provision catering for 9 months to 2 years old.
Duties	<p>The Deputy Manger will:</p> <ul style="list-style-type: none"> • Provide high-quality childcare and education appropriate to the age and stage of development of the children. • Be responsible for ensuring equality of opportunity for all. • Work inline with the school ethos and the trust's vision. • Support the setting manager in the day to day running of the provision • Deputise in the manager's absence • To lead the baby room and establish high-quality environments across the setting • To oversee and provide high standards of care in the setting in regards to the planning, delivery and monitoring of the curriculum- matching resources to the children's individual needs and stages of development
Essential Skills and Qualifications	<ul style="list-style-type: none"> • A minimum of Level 3 qualification as per the government's 'full and relevant' list • A minimum of 2 years experience of working within a nursery setting with at least part of this being within a baby room • An A-C in maths, English and Science • Ability to communicate confidently and professionally in both written and verbal forms • Good organisation and time management skills
Essential Knowledge	<ul style="list-style-type: none"> • EYFS Framework • Strong understanding of Development Matters and the EYFS curriculum • Knowledge and understanding of Ofsted inspections • Knowledge and understanding of room organisation, learning strategies, setting up and managing a free-flow environment • Use of ICT to effectively support teaching and learning and to monitor children's progress
Desirable	<ul style="list-style-type: none"> • Food hygiene • Safeguarding and Child Protection • Pediatric First Aid [completed within last 3 years] •