**Job Description**

**Title:** Deputy Manager

**Reports to:** Nursery Manager and the Business Management Team

To provide support to your Nursery Manager to lead and manage the setting and staff team

To mentor and inspire the Nursery Team to ensure that they provide professional and high-quality nursery education via a shared sense of direction, pride, and energy.

Consistently model good practice, showing initiative and creativity to foster an environment which encourages children’s all-around development and where high standards of care are provided. You are to provide Nursery Management cover in the absence of the NM which will include taking full responsibility for the day-to-day management of the nursery.

This role will be undertaken alongside your base room role e.g. Room Leader responsibilities.

**Responsibilities**

* Act as a representative for your nursery and company, always promoting a professional image.
* Develop positive relationships with parents / guardians, colleagues, and outside agencies involved with all children attending the nursery.
* Promote the ethos and values of York Childcare to parents/carers, children, staff and visitors, especially when conducting ‘show arounds’ to new families. ─ Be confident and able to discuss all aspects of the service offered, including new initiatives.
* Understand that each child is an individual and have a high level of knowledge and skills of professional childcare and child development.
* Monitor and review the quality of the supervision of children at play (indoor and outdoor) and during all routines including meal times.
* Ensure the provision provides a high-quality environment that meets the needs of all individual children having an awareness of any disabilities, family cultures and medical histories.
* Ensure York Childcare’s Equal Opportunities and Child Protection Policies are adhered to at all times.
* Work in partnership with the Nursery Manager to provide leadership and management across the nursery.
* Ensure that York Childcare policies and procedures are adhered to by all staff working in the nursery.
* Promote a shared sense of direction, pride and energy and consistently model good practice.
* Promote co-operative teamwork within the nursery; ensuring knowledge and best practice is shared and implemented.
* Be a reliable member of the nursery team, working co-operatively and with flexibility to provide leadership and support.
* Take immediate appropriate action when concerns are reported to you, e.g. over children, parents, the safety of the environment, staff allegations preserving confidentiality as necessary.
* Keep completely confidential any information regarding the children, their families or colleague that is acquired as part of the job.
* Ensure that team efforts are celebrated, rewarded, and acknowledged within both the nursery and the wider company.
* Work in partnership with any external agencies supporting the care and development of a child.
* Ensure the nursery maintains an excellent environment that meets the needs of all individual children including those from differing cultures and religious backgrounds, and stages of development.
* Update your knowledge, through access to company and local training, showing a commitment to continual professional development and cascading of information.
* Be confident to undertake tasks relating to the smooth running of your nursery delegated to you by your Nursery Manager
* Be familiar with all emergency and security procedures, e.g. fire procedures, routines for dropping off and collecting children.
* Read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.

## **Principal Duties**

1. To manage and lead a team of Early Years Practitioners to ensure that appropriate standards and behaviour are maintained.
2. To chair team meetings and attend staff meetings and any other meetings as required. (evenings).
3. To conduct regular supervisions with all their staff.
4. To monitor and support the team in maintaining the highest levels of health, safety and hygiene practice in accordance with the EYFS and other relevant legislation.
5. To carry out administrative tasks, including receiving payments, as required.
6. Monitor quality and accuracy of records produced by the staff team, including observations and assessments.
7. Undertake peer observations and provide timely purposeful feedback
8. Act as a mentor and role model to promote consistent high-quality practice and provision.
9. In partnership with the Nursery Manager, monitor and support your staff team’s wellbeing.
10. To work co-operatively with the other Room Leaders, including the planning, development and maintenance on an on-going basis of the staff rotas, ensuring that the necessary ratios are met at all times.
11. To support the team in ensuring that the children receive the highest standard of care, positively promoting and managing children’s behaviour.
12. To be aware of Safeguarding and Child Protection procedures including how to deal with the issues, ensuring York Childcare’s Confidentiality Policy is adhered to at all times.
13. Monitor the general cleanliness of the children, standards of hygiene and cleanliness across the nursery throughout the day. Also, the maintenance and security of all equipment and toys within the nursery.
14. Monitor your team’s implementation of stimulating and nurturing activities and learning opportunities and associated reporting requirements to enable the recording of comprehensive developmental progress information for each child linked to the EYFS Educational programme and child development milestones.
15. To be aware of social, emotional, cognitive and physical needs of children, and to ensure provision of a sound developmental programme. To ensure delivery of the Early Years Foundation Stage in coordination with the Learning Manager and any other Early Years Teachers providing support.
16. To be responsible for delivering a routine which meets the needs of the children, with regard to the individual needs of every child, ensuring that all staff are informed of these needs and follow the appropriate procedures.
17. To liaise with parents, other professionals and outside organisations. (occasional evenings)
18. To arrange and conduct initial visits for parents and carers.
19. To work within agreed policies and ensure York Childcare’s policies and procedures are fully implemented.
20. To be a key holder and accept theassociated responsibilities.
21. To accept responsibility for the day to day running of the nursery as part of the nursery management team, particularly at times when the Manager is not present.
22. Any other duties required by the Nursery Manager and York Childcare.