



JOB DESCRIPTION: NURSERY DEPUTY MANAGER

Job Description:	Nursery Deputy Manager
Reporting to:	Nursery Manager, Assistant Head of the Lower School and ultimately the Headmaster.
Key Purpose of the Role:	To work with the Nursery Manager to lead and develop the pastoral provision, professional development, pupil progress, policy monitoring and manage the day-to-day running of the Nursery.
Status of Post:	Permanent position with a probationary period of two terms.
Hours:	<p>The Deputy Manager will work 47.5 hours per week on a rolling rota with adjusted start and finish times to suit the nursery needs, five days per week and, in addition, attend parent consultations and open mornings.</p> <p>Initially the Post is for 50 weeks of the year (Inclusive of school holiday periods), however a Term Time Only arrangement may be considered.</p> <p>Integration with the whole school for training days (INSET) and twilight workshops is expected.</p>
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Date:	July 2021

Deputy Managers Role:

To work with the Nursery Manager to support the School's vision for the nursery, aid pupil development and provide a stimulating learning environment for the pupils.

To support the Nursery Manager in the preparation and monitoring of the following:

- 1. Development Plan:** To work closely with the Nursery Manager to produce, each academic year, a development plan, which sets ambitious goals for the Nursery, to ensure that the Nursery's aims and plans fit with and support the school's aims and objectives of providing outstanding academic teaching and learning experiences for the pupils.
- 2. Admissions:** To provide support for the admissions process for children coming into the Nursery, providing admissions forecasts and tracking data and providing joining paperwork where necessary.

3. Pastoral Provision:

- To ensure that the quality of care throughout the Nursery is outstanding through efficient structures, systems and recording methods.
- To complete and track all accident forms within the Nursery and to take any follow up action as necessary.

4. Pupil Progress and Behaviour:

- To develop and manage efficient systems to monitor pupil progress throughout the Nursery.
- To track pupil development throughout the Nursery and to support Key Persons in identifying pupil potential, strengths and areas for development.
- To work closely with the Reception teachers to ensure that there are strong links between the Nursery and Pre-Prep regarding pupil progress and EYFS curriculum development.

5. Policies and Statutory Compliance: To work closely with the Head of Pre-Prep and Nursery to ensure that policies are regularly reviewed and updated, in line with statutory requirements and that they are consistently implemented throughout the Nursery.

6. Parental Communication and Involvement: To ensure that parents / carers are well informed about the curriculum, the attainment and progress of their children, to ensure that issues relating to underperformance are dealt with swiftly and effectively; to liaise with other staff as necessary.

7. Marketing and Promotion:

- To work closely with the Nursery Manager to develop and execute appropriate marketing and promotional strategies to ensure the Nursery is well subscribed for all sessions throughout the year.
- To tour prospective parents, to organise information evenings and open mornings, as appropriate, for parents of children in the Nursery, to represent the Nursery at key events.

8. Staff and Resources - When required and in the absence of the Nursery Manager:

- To work closely with the Head of Pre-Prep and Nursery to implement appropriate staffing structures and deploy resources to optimise the talents of the staff within the Nursery.
- To work with the Headmaster to recruit and retain staff of the highest quality.
- To work with the Head of Pre-Prep and Nursery to submit and take responsibility for producing an annual budget for the Nursery, and following approval, manage its effective allocation within the team and monitor spend to ensure that the department is financially compliant.
- To lead the implementation of effective systems for the management of staff performance, including conducting staff supervisions and incorporating performance management and target-setting to ensure a culture of continuous improvement and professional development.
- To undertake annual appraisals/performance reviews of all Nursery staff including any Bank staff.
- To drive professional development within the Nursery in collaboration with the Staff Development Manager.

- 9. Day-to-Day Running of the Nursery:** To organise the rotas including holiday data, staffing, routines and schedules, including extra sessions for children, which govern the Nursery week and provide cover as necessary.

Nursery Tasks:

Key Tasks: The job holder will be responsible for assisting in providing quality childcare for children and their families within the school. Assisting the Nursery Manager, Specialist Teachers and other Nursery Staff.

- To assist in planning and providing a caring, stimulating environment that is appropriate for individual children and enables them to reach their full potential.
- To work within the Childcare Act and Local Government guideline standards.
- To work closely with the Nursery Manager and Head of Early Years to follow the planning and deliver it in a way that enables children to learn according to the Early Years Foundation Stage.
- To establish and maintain positive relationships with children and their families in a way that values parental involvement.
- To lead and manage a group of children, including planning and delivering adult lead activities with the group on a daily basis.
- To keep observations and assessments of children's development in appropriate Key worker groups and to keep accurate records of the children's achievements.
- To keep Key-worker children's files and progress forms and reports up to date and accurate.
- To set up for and tidy up after sessions, both indoors and outdoors.
- To provide a service that respects children's life experiences and celebrates diversity in terms of language, culture, ability, race and religion.
- To work effectively as part of a team, to follow rotas and work collaboratively, to respect and value each member of the team.
- To work within the agreed framework of policies and procedures set out within the school.
- To support students and volunteers on placements.
- To help in the responsibility of maintaining high quality resources.
- To take part in day to day administration and record keeping.
- To inform the Headmaster, Head of Early Years or Nursery Manager of potential problems at all times.
- As required, assist in the toileting needs of the children.
- To assist with record keeping and filing.
- To assist with Nursery displays.

General School Duties:

- To carry out duties and responsibilities of the post with regard to the Equal Opportunities Policy and the needs of the School.
- To act as an ambassador for the school and maintain a positive image of its aims and objectives.
- To liaise with the class teachers, Nursery Manager, Head of Early Years and Headmaster, as necessary.
- To be flexible when cover is required for absences.
- To assist in musicals, celebrations and productions within the school.
- To attend Open Day events as required.
- Where appropriate to attend and participate in Foundation Stage meetings and to attend planning and development days.

- To attend staff meetings, staff development and training as appropriate.
- To keep all information regarding the school, children and staff completely confidential at all times.

Key Skills and Experience:

1. Minimum NVQ Level 3 in Child Care and Education or equivalent.
2. Knowledge of phonics and successful teaching strategies.
3. Numeracy equivalent to Maths GCSE/Standard Grade at grade C or above.
4. Literacy equivalent to English Language GCSE/Standard Grade at grade C or above
5. Excellent track record as a Key Person.
6. High level of IT literacy.
7. Knowledge, understanding and practical experience of day care for young children.
8. Knowledge and practical understanding of child development and parenting.
9. Knowledge and understanding of legislation and regulations relating to day care for young children and the inspections process for approval of day care settings.
10. Knowledge and ability to lead effective use of an IT system to monitor progress of children and maintain effective communication with parents.
11. Ability to work independently and to manage own time efficiently.
12. Experience of management, supervision and appraisal of staff.
13. Ability to develop an effective team.
14. Warm and caring personality - friendly and approachable to families.
15. Ability to communicate effectively with staff at all levels.

Key Interfaces:

1. Headmaster
2. Senior Leadership Team
3. Nursery Staff
4. Support Staff
5. Parents and pupils (current and prospective)
6. Admissions
7. Outside agencies
8. Social Services/LADO

Operating Environment and Context of the Role:

Yateley Manor is a non-selective, academically ambitious school that seeks to provide a broad and affirming base for its pupils. The school is a thriving IAPS Prep School which caters for children from Nursery to Year 8. The school's catchment area for day children extends to Hampshire, Berkshire and Surrey.

Yateley Manor is a school for children of all talents. We provide breadth and challenge to match each child's aptitudes and interests, offering a holistic and rigorous liberal education, which is founded on the principal of discovering and developing the skills and aptitudes of each individual.

The Nursery Deputy Manager will support the school in providing a cultivate creative and ambitious pedagogies in all staff who will, in turn, robustly track, monitor and support pupils to achieve the highest possible academic standards. The post holder will ensure that an appropriate, challenging and effective curriculum is provided for all pupils in the Nursery.

Operational matters, such as school events within these years, must happen precisely and be of the highest quality.

Safeguarding

Yateley Manor School complies fully with the DfE Guidance *Keeping Children Safe in Education* and is committed to safeguarding and promoting the welfare of children. The post holder is expected to share this commitment and comply with all associated internal policies and procedures.

In addition the post holder will be responsible for ensuring the highest standards of Safeguarding are in place throughout the School and that all staff are fully trained and aligned to the School's overarching safeguarding purpose of providing a safe and supportive environment where children thrive. Safeguarding is, and must be seen to be, at the centre of all School activity.

Applicants will be required to undergo child protection screening, including checks with past employers and the DBS.