



STONAR

Job Description

EYFS Deputy Nursery Manager

About Stonar

Stonar School is a vibrant co-educational day and boarding school for students aged 2 – 18. As one of over 50 schools worldwide in the Globeducate Group (<https://www.globeducate.com/>), Stonar has a global educational perspective, yet it is located in stunning grounds in the Wiltshire countryside just eight miles from the centre of the city of Bath and within easy reach of the M4 corridor.

Students regularly achieve excellent results, which are beyond expectations both academically and personally and the school is noted for its exceptional onsite equestrian centre.

In addition to the term time day and boarding offering, Stonar also runs short courses during the school holidays, primarily for overseas and boarding pupils.

The primary role is to provide support for the EYFS Academic Staff and to assist in the smooth running of the EYFS as the Nursery Manager may require. All requests of a reasonable nature and appropriate to experience and qualifications should be carried out. The welfare of the children is the most important part of any job in a school and the EYFS Nursery Deputy should be prepared to help in any way that is required. The EYFS Nursery Deputy should hold an EYFS qualification between Level 3 and Level 5 and should promote Stonar EYFS and Stonar School at all times, being loyal to its vision, aims and ethos.

The Role

Job Title:	Deputy Nursery Manager
Responsible to:	The Head of Prep through the Nursery Manager

Deputy Nursery Manager

Key Responsibilities

- to act as the named Deputy in charge of nursery during the Nursery Manager's absence in liaison with Head of Prep (HOP)
- to be responsible for Optional Week Holiday Club sessions and to be the person in charge during these weeks

General EYFS Academic Support Staff duties/responsibilities:

- Be available to work flexible hours as required by the Nursery Manager, including After-care 3:30-6 pm and Early-care 8-8:30 am if required, and the school Holiday Club (you will be informed of these extra commitments in advance)

- Attend meetings as required, including key person parents' consultations (you will be informed of these extra commitments in advance)
- Assume the role of 'Key Person' as assigned by the Nursery Manager
- Maintain and keep your Paediatric First Aid qualification up-to-date
- Prepare, clear away and wash-up lunch and snack time drinks and food
- Clean and/or sterilise EYFS resources and equipment in line with EYFS Resources Management Protocol or as deemed necessary by the Nursery Manager
- Clear and prepare displays in line with the Stonar Prep displays policy
- Check the EYFS toilets and refurbish supplies as necessary
- Maintain general care of EYFS resources, such as labelling and tidying of furniture, books, toys, equipment, pegs, trays etc.
- Change nappies, clean soiled children, and clean up after classroom accidents
- Assist with general admin tasks as required by the Nursery Manager
- Support initiatives decided by the Nursery Manager
- To be prepared to use new technologies to support your work with children
- Follow opening and closing procedures for Stonar EYFS indoor and outdoor areas using the EYFS Daily Risk Assessment protocol and the EYFS Closing Procedure
- Read and abide by the Stonar Staff Handbook, keeping up-to-date with any changes
- Complete Educare on-line training programme modules as assigned by the Nursery Manager
- Participate in the school's performance review system (appraisal) and attend regular professional supervision and mentoring meetings
- Actively promote Stonar School to prospective parents, including parents of nursery children

There may be certain times when the EYFS Nursery Deputy will be expected in school, e.g. staff inset days, staff meetings and certain social and school events. These will be made clear as soon as reasonably possible by the Nursery Manager.

Hours: The position is full-time (40 hours per week) Monday to Friday, term time plus additional weeks making a total of 40 weeks plus 4.8 weeks paid holiday per year, pro-rata.

The duties and responsibilities shown above are not intended to be exhaustive and teachers will be expected to be flexible and to take on new responsibilities as necessary to meet the changing needs of the school.