

## **Deputy Nursery Manager –RAFA Kidz**

### **Job Description**

Responsible to: Nursery Manager, RAFA Kidz

#### **Main purpose of the role:**

- To assist the manager to ensure the provision of professional leadership and management of the nursery.
- To effectively assist the manager with the day-to day running of the nursery.
- To ensure the delivery of the highest standards of care and education.  
To ensure compliance with all policies, procedures and regulatory requirements.
- In the absence of the manager be responsible for the overall day to day running of the nursery

#### **Responsibilities:**

##### **Childcare and Education**

- To assist the manager with the efficient running of the nursery and overall delivery of the highest quality, creative and professional service in line with RAFA Kidz policies and procedures.
- To ensure that the nursery provides a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- To ensure that the nursery plans an appropriate play based curriculum that enables children to make individual progress and reach their full potential and meets the requirements of the Early Years Foundation Stage at all times.
- Facilitate inspections by regulatory bodies and implement any recommendations.
- Create and maintain a culture of self-evaluation and reflective practise throughout the nursery.
- Support pre-school staff in delivering the Foundation Stage to ensure that provision in the nursery meets the requirements of the local EYDCP in relation to nursery education grant funding for three and four- year- olds.
- To ensure children's individual records are properly maintained in accordance with the policies and procedures.

##### **Staff**

- To supervise, and support the nursery staff and develop open and positive working relationships with staff.
- Support in the development of a well- qualified and experienced team able to meet and exceed all relevant standards.

- To ensure the effective deployment of staff throughout the nursery day.
- To ensure all staff understand and work to RAFA Kidz policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies.
- To assist in the organisation of an effective key person system.
- To assist in the recruitment and induction of suitably qualified staff in line with RAFA Kidz procedures.
- To conduct staff appraisals and supervisions as requested by the Nursery Manager.
- To identify staff training needs and to ensure highest levels of training are provided to staffs to include health and safety, GDPR, first aid, fire awareness and evacuation training.
- To assist with the management of staff performance and absence in line with RAFA Kidz policies and procedures.

## Engagement

- To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging regular information about children's progress and encouraging parents' involvement.
- Ensure that all staff develop and maintain friendly and professional relationships with parents and carers.
- Work in partnership with other professionals and schools to make sure that children's individual needs are met.
- To ensure the nursery follows the relevant orders and procedures for the associated RAF base.
- To support the manager to ensure appropriate information such as handbooks, newsletters, posters, noticeboards are up to date, relevant and branded correctly.
- To lead and support the development of good practice with regards to all aspects of inclusive practice, behaviour management and special educational needs within your team, liaising with the appropriate representatives.
- Assist the manager to ensure that all complaints and concerns are actively resolved in a timely manner and that these are reported to the General Manager.

## Planning

- Take responsibility for planning and review of the curriculum, which ensures each child is working towards the early learning goals.
- To work with other professionals in the local area for the benefit of children and families.

- Assist in the Monitoring of planning and children's developmental records and ensure that they reflect their individual progress and are up to date. Support in the completion of half termly cohort tracking to support the development of different groups of children.

## Finance

- Assist the manager in the budget management of all income and expenditure.
- Assist with the management of expenditure budgets effectively to ensure that toys, equipment and soft furnishings both indoors and outdoors are at the required standard to support high quality practice.
- Support the manager to ensure that invoices are sent, received and monitoring of fee collection
- Assist the effective management of the admissions process to ensure that the nursery meets the required occupancy target as set by the general manager.
- Support with accurate reporting in respect of occupancy, quality and standards.

## Safety

- To be the deputy Designated Safeguarding Officer and ensure that all practitioners and support staff have a sound awareness of the Safeguarding Policy and that all staff to understand their role in safeguarding all children.
- Be fully up to date with the relevant Local Authority safeguarding arrangements.
- To take responsibility for all Health & Safety policies and procedures at nursery.
- Ensure staffing levels meet legislative requirements and those set out in RAFA Kidz policies.
- Check premises daily and remove or action any potential hazards.
- To ensure the health & safety of all staff, children and visitors by ensuring policies on security and safety are adhered to at all times e.g. ensuring visitors have signed in and ID checks have been carried out.
- Be fully aware of all emergency and security procedures.

## Other

- To work with the manager to ensure that varied and interesting meals are provided, that respect individual cultures and are provided in accordance with relevant food hygiene requirements.
- To be a role model to the staff team. Be able to showcase high quality practice with regards to individual and group work with children, dealing with staff and parent issues as they arise.



- To adhere to RAFA Kidz policies and procedures
- To undertake any other reasonable duties as directed.

This post requires a satisfactory, enhanced Disclosure and Barring Service (DBS) check on appointment and every three years thereafter.

This role requires the wearing of uniform of either branded shirt or tunic as necessary and depending on activity.

## Person Specification

	Essential Criteria	Desirable Criteria
<b>Qualifications &amp; Experience</b>	Minimum Level 3 qualification in Children and Young Peoples Workforce or equivalent.	Food Hygiene Level 2 Previous teaching experience
	Paediatric First Aid (full)	
	Previous recent experience, working in a or Nursery setting	Previous experience as deputy manager or senior practitioner
	Some experience of leading and motivating a team, with excellent proactive team engagement and involvement	
<b>Knowledge</b>	Knowledge and understanding of the current legislations in Health and Safety, Environmental Health and Food Standards Agency	
	Working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance.	
	Proven practical experience of Implementing good quality learning opportunities.	
	Ability to co-ordinate in a specific specialist area e.g. SENCO.	
	An understanding of the safeguarding legislation, GDPR in practice and the ability to translate these areas into practical processes and systems	
<b>Skills and Abilities</b>	Respect all cultures of colleagues, children and families	Expert IT user
	Ability to engage and communicate appropriately and positively with children, parents and others	Previous experience of training others

	Ability to write reports and keep clear and accurate records	
	Ability to competently use IT	
	Self-motivated and hands on, guiding and supporting others	
	Calm, caring and unflustered	
	Approachable, cheerful and engaging personality	