

Job Description For Deputy Manager

These are the responsibilities of a deputy manager please adhere to them:

1. To provide the highest standards of quality care and education.
2. To work within the framework of the Children Act, the Early Years Foundation Stage, Statutory Framework, the Nursery's Policies and Procedures and current legislation relating to childcare
3. To implement and evaluate a plan of suitable experiences and activities for the children in your care, providing a safe and stimulating environment for the children to develop.
4. To ensure that health and safety and security measures are constantly maintained
5. Preparation and maintenance of appropriate children's records, observations and learning journeys and a system of planning for individuals needs and next steps. Ensuring children's records are fully and accurately maintained by staff. Ensure effective implementation of the daycare key worker system
6. Foreseen the needs of Special Needs children and give physical, emotional, intellectual guidance as appropriate and work alongside parents to give full integration in the Nursery.
7. Work positively as part of a whole team, using initiative, sharing information and being flexible whenever necessary.
8. To work in close partnership and to develop and maintain good relationships with staff/parents / carers and other family members.
9. To attend out of working hour's activities, e.g. training, staff meetings, parents evenings, events, etc.
10. To help organise meetings to ensure good team motivation, information sharing and planning.
11. To be flexible within working practices of nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the nursery, e.g. preparation of snack, cleansing of equipment, putting out bins, laundry, etc.
12. Assist the Manager and staff team to ensure that the vision, philosophy and objectives of the nursery are fulfilled.
13. To respect and maintain confidentiality in relation to children, families, staff and the nursery.
14. To ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
15. To be aware of the high profile of the nursery and to uphold its standards at all times.

16. To ensure good standards of hygiene and safety standards appropriate for the needs of young children.

17. Supervise, direct, and support motivation in the staff team. Providing leadership to staff enabling them to maintain positive working relationships. Deploy staff appropriately to ensure required standards are delivered within the daycare

18. To provide support to unqualified team members and students who are pursuing a childcare qualification.

19. To have an awareness of the requirements of the nursery as a whole.

20. Support, mentor and supervise staff with their day to day duties.

21. To take part in management meetings when needed

22. To do weekly planning, setting up areas, setting up Termly themes and plan staff rotas in liaison with the manager

23. Undertake any other duties as reasonably requested by the management

24 Opening and closing of the nursery where needed

25. Keeping notes, taking messages and where needed money handling.

26. You need to follow your daily rota and routines.

The duties and responsibilities in this job description are not exhausted or restrictive; changes and other duties relative to this post may be added.

This job description may be reviewed in the future

Revised on : 01/06/2018