

## **Nursery Deputy Manager Job Description**

Role: Nursery Deputy Manager

Reporting to: The Head of Early Years, The Head of Juniors and ultimately The Head of School.

Location: St John's School, Sidmouth

Purpose of the Role: The Nursery Deputy Manager will support the Head of Early Years in the day-to-day management and operation of the Early Years Foundation Stage. The successful candidate will be responsible for providing high-quality care and education, ensuring a safe, stimulating and inclusive environment for all children. This role involves deputising in the Nursery for the Head of Early Years in their absence, leading and mentoring Nursery staff and maintaining excellent communication with parents and external agencies.

### **Key Responsibilities:**

- **Curriculum & Pedagogy:**
  - Assist in the planning, implementation and evaluation of a stimulating EYFS curriculum.
  - Ensure all learning and development requirements are met in line with the EYFS Statutory Framework.
  - Monitor and assess children's progress, maintaining accurate and up-to-date records.
- **Staff Leadership & Management:**
  - Support the Head of Early Years in the supervision, training and performance management of the EYFS team.
  - Lead by example, promoting a positive and professional work environment.
  - Organise staff rotas and allocate daily duties effectively.
- **Safeguarding & Welfare:**
  - Ensure all safeguarding policies and procedures are followed rigorously.
  - Promote the welfare of every child, responding appropriately to any concerns.
- **Parental & Community Engagement:**
  - Build strong, positive relationships with parents and carers, ensuring effective communication about their child's progress.
  - Handle parent inquiries and concerns in a professional and timely manner.
- **Administration & Compliance:**
  - Ensure the setting's policies and procedures are adhered to by all staff.
  - Assist with administrative duties, including maintaining children's records and registers.

- Guarantee the setting is always prepared for inspections by regulatory bodies (e.g., ISI).

## Person Specification

### Qualifications:

- Essential: A Level 3 qualification in Childcare, Early Years, or a related field.
- Desirable: A Level 5 or above qualification in Early Years management or a relevant degree.
- Paediatric First Aid certificate.

### Experience:

- Essential: A minimum of 3 years' post-qualification experience in an early years setting.
- Essential: Proven experience in a supervisory or leadership role within a nursery or preschool.
- Desirable: Experience of working in an independent school environment.

### Knowledge & Skills:

- Essential:
  - Thorough knowledge and understanding of the EYFS Statutory Framework and Ofsted/ISI requirements.
  - Excellent leadership, communication and interpersonal skills.
  - Strong organisational and time-management abilities.
  - Ability to plan, implement and evaluate a high-quality curriculum.
- Desirable:
  - Working knowledge of relevant IT systems for record-keeping and administration (e.g. Tapestry).

### Personal Attributes:

- A genuine passion for working with young children.
- A positive, proactive and resilient attitude.
- Commitment to continuous professional development.
- Ability to work effectively under pressure and manage multiple priorities.
- High level of integrity, professionalism and discretion.

## Safeguarding Statement

St John's School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) check and will be required to provide references from their current and previous employers. These references will be verified and checked for any safeguarding concerns. The role requires the post-holder to adhere to the school's safeguarding policies at all times.