

Job Description

Abbot's Hill School and Abbot's Hill Nursery recognises the importance played by each member of staff in achieving its overall aims and objectives and recognises that a clear summary of duties, roles and responsibilities will assist job holders in making their best personal contribution. Job descriptions should be reviewed on a regular basis and amended as appropriate.

Job Title:	Deputy Nursery Manager – maternity cover
Responsible to:	Nursery Manager
Start Date:	September 2022
Purpose of Role:	<p>Maternity cover for the Deputy Nursery Manager;</p> <ul style="list-style-type: none"> • To assist the manager with the day to day running of the nursery and deputise for him/her as and when required. • To support the aims and objectives of the nursery and assist the manager in the organisation of a high quality establishment for children from birth to 5 years. • To provide high standards of childcare and education - including the monitoring and reviewing of provision. • Assist in the leading and implementing the Early Years Foundation Stage Framework and any other legal/statutory frameworks. • To direct and support staff as agreed by the nursery manager.
<p>Key Relationships:</p> <p>Internal:</p> <p>External:</p>	<ul style="list-style-type: none"> • Nursery Manager • Head of Prep • Nursery staff • Nursery Administrator • Deputy Head Pastoral • HR Manager • Facilities Manager • Parents and guardians • Area Inclusion Officer • Early Years Consultant • ISI • Environmental Health • Hertfordshire County Council
Main responsibilities/duties:	<ul style="list-style-type: none"> • To be a Designated Safeguarding Officer and ensure children are safeguarded at all times and that all safeguarding policies and procedures are followed. • To ensure that the welfare and safety of children is paramount within the setting and any child protection concerns are always appropriately acted upon immediately, following LSCB guidelines. • To promote the aims and objectives of the nursery.

Main responsibilities/duties

(continued)

- To promote the high standards of the nursery at all times to parents, staff and visitors.
- To ensure the provision of outstanding standards of care and education.
- To assist in leading a team of professional workers and to ensure good practice at all times, including staff induction, supervision and appraisal.
- To attend relevant training/conferences/meetings to support professional development, keeping up to date with childcare/education practice and cascading to staff team.
- To assist the manager in setting, implementing and reviewing policies and procedures for the nursery.
- To assist with the planning and organisation of staffing schedules and holiday rota's to ensure adequate staffing levels are maintained in accordance with regulatory requirements and nursery procedures.
- To assist with the deployment of staff to adhere to legal requirements
- To assist the nursery administrator with administrative procedures involved with registration, place allocation, and other related matters.
- To assist with the settling arrangements for new children
- To actively support the recruitment and retention of children who wish to attend/are attending the nursery
- To respond to current and prospective parent queries via email or phone as required
- To be responsible for implementing and monitoring systems of observation to enable children's progress and achievements to be regularly and effectively assessed and recorded.
- To assist with the preparation and maintenance of materials and equipment.
- To be responsible for the Health and Safety standards appropriate for the needs of young children and ensuring staff compliance and awareness
- To ensure high standards of hygiene and cleanliness are maintained at all times.
- To ensure the provision of a high quality environment to meet the needs of individual children, having an awareness of any disabilities, family cultures, and medical histories.
- To work across all age groups as required and assist with the setting up a supervision of activities, mealtimes, sleep time, nappy changes, toileting etc.

	<ul style="list-style-type: none"> • To support team members through early identification and intervention for children who may benefit from additional support regarding their development. • To ensure confidentiality of all information received. • To assist with staff development and training, including mentorship where required. • To assist the manager in the supervision of training of students and volunteers in placement within the nursery. • To assist with the selection, interviewing and recruitment of staff • To liaise and facilitate close partnership working with parents, other family members and staff to help ensure that the particular needs of children are met and that parental choice is considered in terms of care given. • To liaise with outside agencies as required. • To assist the manager with the efficient upkeep of the building and maintenance/stock of equipment, furnishings and fittings. • Maintaining staff awareness of the statutory requirements of the EYFS to ensure a safe working environment for staff and children. • To be involved fully in monthly staff meetings, planning meetings, parents' evenings, fundraising events and training sessions outside working hours, as required. • To deputise for the manager in his/her absence. • To be aware of the high profile of the setting and to uphold its standards at all times both within work and outside. • To assist the manager and nursery administrator in showing parents around the nursery facilities and sending out information. • To open and close the nursery at the beginning and the end of the nursery day ensuring all opening and closing checks are completed. • To undertake any first aid as required. • To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the nursery manager.
<p>Additional requirements:</p>	<ul style="list-style-type: none"> • To support activities within the School. • To escort children on educational visits as required from time to time • To attend School Open Mornings/Afternoons and other major School events such as Carol Service, Prize Giving etc. as requested. • To attend termly Health and Safety Committee meetings.

	<ul style="list-style-type: none"> • To be a fire warden and undertake any training necessary for the role
General requirements	<ul style="list-style-type: none"> • To carry out all duties in accordance with Abbot's Hill's Health and Safety Policy and Procedures and in accordance with Health and Safety Legislation as appropriate. • To comply with Abbot's Hill's operating policies and procedures as issued from time to time • To contribute to self-development with support from Abbot's Hill. • To carry out any other duties that might reasonably be required from time to time according to the needs of the school.
Knowledge and experience:	<ul style="list-style-type: none"> • Minimum Level 3 qualification in Childcare and Education. • Minimum 3 years post qualifying experience. • Minimum 2 years of experience within a day care setting • Experience of a Leadership and Management role. • Experience of working in partnership with parents. • Excellent knowledge of the EYFS and how it is implemented within a setting. • Knowledge of Statutory Framework and legal requirements. • Paediatric First Aid qualified (Desirable) • Computer literate.
Checking Process:	<p>The successful candidate will be expected to undergo pre-employment checks including Disclosure and Barring checks, will be required to present a continuous work history record and to provide references acceptable to Abbot's Hill.</p>
Skills required & person specification	<ul style="list-style-type: none"> • A passion for working with young children. • Energetic and outgoing. • Excellent communication skills. • Reliable, trust worthy and hard working. • Ability to set targets and meet deadlines. • An outstanding practitioner who is able to role model practice with all age groups. • Flexible and adaptable. • Approachable • A team player. • The ability to stay calm and work under pressure.