

JOB DESCRIPTION

Section: Childcare Team

Post: Assistant Nursery Manager

Reporting to: Nursery Manager / Co CEO Chairty Services

Salary: SCP 18-21

PURPOSE: Working as part of the Childcare team across the charity to deliver Quality Teaching and Learning in the Child Dynamix Community Nurseries.
To deputise in the absence of the Nursery Manager and run day to day operations of the Community Nursery.
Working in line with the Childcare Operational and PR and Marketing plans to sustain and grow our Community Nurseries.

PRINCIPLE ACCOUNTABILITIES

1. The post holder will assist in leading a team ensuring at all times the delivery of the finest quality childcare provision and practice.
2. To assist in the recruitment and selection new staff, students and volunteers as and when required. To develop their skills, knowledge and experiences in line with the policies and practices of Child Dynamix. To be a mentor and role model for staff and volunteers. This includes providing quality one to one and group supervision, carrying out performance appraisals, and leading team meetings/training.
3. The post holder will work with the Co-CEO and Nursery Manager to develop exciting and new appropriate strategies to increase the charities impact following the Childcare Operational plan.
4. To assist on the administration and preparation of the statutory guidance of the Early Years Foundation Stage (EYFS). To assist in the preparation and facilitation of inspections, statutory visits and internal and external audits of the setting.
5. To ensure the Early Years Foundation Stage (EYFS) is promoted and delivered to the highest standard at all times. To assist staff in the planning, monitoring and assessment of the EYFS.
6. To undertake actions monitor and evaluate the activities from the operational plans in a timely and accurate manner. Provide reports and relevant information to the Nursery Manager, Senior Leadership Team, Board of Trustees and Local Authority as and when required.

7. To work in accordance with company policy and procedures and maintain records and comply with all administrative procedures in an efficient and effective manner.
8. To be responsible for assisting with the planning, managing and monitoring the financial budget using the charity's bespoke management information systems (MIS) and policies in partnership with the Co-CEO and Nursery Manager.
9. To work in partnership with parents and carers creating opportunities for parental involvement across the setting. Following the PR and marketing plan.
10. The post holder will be responsible for promoting the Community Nursery to prospective customers. The post holder will need to publicise the service and special events to the local community and wider area to maintain high occupancy and achieve targets set.
11. To work with appropriate agencies and partner organisations to develop an integrated and community-based approach to the setting and support the needs of the children and families.
12. To assist the Nursery Manager to ensure the Staff team keep up to date with mandatory training and developments in legislation and early years, care and education and maintain Continuous Professional Development (CPD).
13. To assist with matters relating to Health & safety.
14. To deputise as the settings Safeguarding lead in the absence of the Manager.

GENERAL:

1. The main duties/responsibilities are not too exhaustive and may vary without changing the character of the job or the level of responsibility
2. The role will involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times
3. The post holder must be flexible to ensure the operational needs of the Child Dynamix are met. This includes undertaking duties of a similar nature and responsibility as and when required
4. Equal Opportunities – Child Dynamix Company Limited is fully committed to the active promotion of equal opportunities as an employer and in the provision of all its services. It is the responsibility of every member of staff to ensure the practical application of this policy
5. Health & Safety – The Health & Safety at Work Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable cares for the Health, Safety and Welfare of him/herself and other employees in accordance with current legislation and the Child Dynamix Company Limited Health and Safety Policy

Environmental commitment – Child Dynamix is committed to establishing and maintaining high standards of environmental protection and undertakes to be a responsible steward/guardian/protector of the environment. All team members are jointly responsible for minimising any adverse impacts on the Child Dynamix operations on the environment and wherever feasible, must use resources to meet today's need in a manner which does not adversely affect the environment or compromise the ability to meet the needs of future generations.

Health & Safety - responsible for ensuring the safety of clients, staff and self in accordance with the Health & Safety Policy and Procedures of the organisation and current legislation

Customer Care - responsible for fielding customer issues and ensuring that they are dealt with in accordance with the customer care systems and policies

Equal Opportunities - responsible for ensuring that all customers, clients and staff are treated in accordance with the policies and procedures of the organisation.

PERSON SPECIFICATION

SECTION: Childcare

JOB TITLE: Assistant – Deputy Nursery Manager

SALARY: SCP 18-21

	Lower	Median	Upper	How Identified
Relevant Experience	Minimum of two years in an Early Years/Childcare setting. Experience in a supervisory role. Experience of leading and supporting staff teams. Experience of working with parents, other agencies and partner organisations. Experience of planning and assessment in the Early years.	Three years in an Early Years/Childcare setting. 1year experience in a supervisory role. Experience of leading and supporting staff teams. Experience of working with parents, other agencies and partner organisations. Experience of working with partner organisations and other agencies. Experience of planning and assessment in the Early years. Experience of mentoring individuals.	Four years in an Early Years/Childcare setting. 2years experience in a supervisory role. Experience of leading and supporting staff teams. Experience of working with partner organisations and other agencies. Experience of planning and assessment in the Early years. Experience of management awareness. Experience of mentoring and coaching staff Experience of Business Management (Occupancy/Budgeting)	Application form, References, Interview
Qualifications	Minimum of a Level Four qualification in Early Years/Childcare Relevant qualifications in Maths and English Paediatric First Aid Certificate Level 1Safeguarding Level 2 Food Safety Certificate Safeguarding Adults FGM GDPR	Level Four qualification in Early Years/Childcare Relevant qualifications in Maths and English Working towards leadership and management training Paediatric First Aid Certificate Level 1Safeguarding Level 2 Food Safety Certificate Safeguarding Adults FGM GDPR	Foundation Degree in Early Years/Childcare & Education Relevant qualifications in Maths and English Leadership and management training Paediatric First Aid Certificate Level 1Safeguarding Level 2 Food Safety Certificate Safeguarding Adults FGM GDPR	Application and at Interview with a request for certificates.

Special Knowledge	Desirable: Basic level of IT skills demonstrable ability to use all basic packages including Outlook, word, excel. Early Years Foundation Stage (EYFS) Statutory guidance and development matters. Knowledge of relevant legislation and Ofsted inspection requirements. Knowledge of child development. Knowledge of policies and procedures (Child Protection, Equal opportunities & Health & Safety) Knowledge and understanding of Early Education for 2,3 & 4 year olds.	Desirable: Good level of IT skills demonstrable ability to use all basic packages including Outlook, word, excel, and Management Systems. Early Years Foundation Stage (EYFS) Statutory guidance and development matters. Knowledge and understanding of Early Education for 2,3 & 4 year olds. Knowledge of relevant legislation and Ofsted inspection requirements. Knowledge of child development Knowledge of policies and procedures (Child Protection, Equal opportunities & Health & Safety) Behaviour Management/restorative practice.	Desirable: Good level of IT skills demonstrable ability to use all basic packages including Outlook, word, excel, and databases. Early Years Foundation Stage (EYFS) Statutory guidance and development matters. Knowledge and understanding of Early Education for 2,3 & 4 year olds. Knowledge of relevant legislation and Ofsted inspection requirements. Knowledge of child development Knowledge of policies and procedures (Child Protection, Equal opportunities & Health & Safety) Behaviour Management/restorative practice. Knowledge of the SEN code of practice.	Application form and interview with a request for certificates. References
Interpersonal Social & Communication skills	Ability to work in partnership with a range of organisations, maintaining and developing relationships. Ability to communicate well with Children and families engaged in the community nursery. Ability to present information to a group in a clear and coherent way. Ability to adapt information appropriately to differing abilities. Ability to use own initiative and work as part of a team.	Ability to work in partnership with a range of organisations, maintaining and developing relationships. Ability to communicate well with Children and families engaged in the community nursery. Ability to present information to a group in a clear and coherent way. Ability to adapt information appropriately to differing abilities. Motivated to develop and maintain high quality practice.	Ability to work in partnership with a range of organisations, maintaining and developing relationships. Ability to communicate well with Children and families engaged in the community nursery. Ability to present information to a group in a clear and coherent way. Ability to adapt information appropriately to differing abilities. Motivated to develop and maintain high quality practice.	Application form and interview with a request for certificates. References

	To be honest, approachable, warm and friendly. Ability to reflect a professional image in line with the company's needs.	Ability to lead and inspire others. Ability to delegate in an effective and clear manner. Ability to use own initiative and work as part of a team. To be honest, approachable, warm and friendly. Ability to reflect a professional image in line with the company's needs.	Ability to lead and inspire others. Ability to delegate in an effective and clear manner. Ability to use own initiative and work as part of a team. To be honest, approachable, warm and friendly. Ability to reflect a professional image in line with the company's needs.	
--	--	---	---	--

This Job Description and Person Specification conveys a full and accurate description of the job:

Confirmed By: _____ Co-CEO/Core Services

Accepted By: (Print Name) _____ Post Holder

Signature of Post Holder: _____

Date _____

Child Dynamix is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.