

First Steps Enterprise Limited - footprints@hattonhill nursery

Job Title: Nursery Deputy Manager & Parent Mentor

Pay: £19,343 PRO-RATA (actual £15,613 over a year)

Or £10.60 per hour, averaged out for pay purposes

Hours: 35 hours per week, term-time only over 38.4 weeks

Base: footprints@hattonhill, based in Hatton Hill Primary School

We are looking for a committed and dynamic Deputy Manager & Parent Mentor to work in our footprints@hattonhill nursery, based in Hatton Primary School in Litherland, Merseyside. This person will be able to demonstrate good leadership skills and have an excellent knowledge of the Early Years Foundation Stage, which can be applied practically. More details about the nursery can be found here <https://firststepsenterprise.co.uk/childcare/hattonhill>

The successful applicant will also mentor parents, in order to increase attendance, provide support and signpost to our Directions project, which aims to help people find their next step towards work. More information regarding Directions can be found here - <https://firststepsenterprise.co.uk/directions>

Aims of Post

- To act as Deputy Manager for the setting, supporting the Manager to ensure that children, parents and the staff team work together to provide a high-quality childcare.
- To promote and take a lead in promoting Early Learning and development in the setting
- To support, mentor and provide parent employability referrals for the Directions Project

Responsible to:

- Day-to-day – Nursery Manager
- Overall – First Steps Enterprise Company Deputy Manager

Responsible for:

- Childcare Practitioners in the Nursery Manager's absence

Main Responsibilities

1. To act as Deputy Manager for the setting, supporting the Manager to ensure that children, parents and the staff team work together to provide a high-quality childcare in line with the Early Years Foundation Stage, promoting parent & child interaction and the development of the child.
2. In the manager's absence, to work with the Company Deputy Manager to ensure compliance with all regulations and recommendations determined by OFSTED via the Early Years Foundation Stage in matters relating to the required standards, inspection and other associated issues.
3. To take a lead role in the setting in promoting Early learning and development. Assisting the manager in ensuring appropriate planning and regular progress tracking is in place for all

children, utilising systems as implemented by the company. Ensuring the staff team are carrying out quality observations and completing next steps and planning for children's learning.

4. To work within the framework of Safeguarding Children and Child Protection policy and procedures.
5. To assist in managing occupancy of nursery places and liaise with families.
6. To observe children through play to identify their individual needs.
7. To assist the manager in ensuring support mechanism are in place for children with additional needs (with support from the Company Deputy Manager) and liaise with relevant agencies
8. To liaise with and build good working relationships with our external partner agencies such as Health, Social Care and Early Help. To attend meetings with these partner agencies in Manager's absence.
9. To ensure the nursery room is welcoming, stimulating and that display boards are kept up to date.
10. To maintain good partnerships with external agencies to ensure a welcoming and friendly environment for children and families at all times.
11. To support, mentor and provide parent employability referrals for the Directions Project
12. To provide regular feedback to parents about their child's development and progress, including 2-year progress checks and transition reports
13. To attend staff meetings and planning meetings as required by the company deputy manager to moderate children's progress.
14. To assist with ensuring that the nursery is fully resourced with essential items to allow for full implementation of the Early Years Foundation Stage and Health & Safety legislation.
15. Carry out day-to-day administration and record keeping utilising systems implemented by the company. Ordering of snack via online delivery.
16. To act as a keyholder and be responsible for opening/closing premises
17. To have clear knowledge of procedures to be followed in case of emergency e.g. Fire, accident, completing and submitting relevant paperwork.
18. Carrying out all responsibilities and activities within an inclusive equal opportunities framework.
19. The post holder will be expected to take full responsibility for ensuring they are up to date with current childcare issues.

Other Information

- Physical Demands The work requires normal physical effort. It may occasionally involve lifting and handling of play equipment and other resources and to be involved in practical activities and the physical care of young children.
- Working Conditions Sessions are mainly nursery based, but staff will also be expected to attend other venues to support services or attend training.
- General The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

Criminal Records Bureau and Other Checks

- A full enhanced DBS disclosure will be undertaken, and any adverse findings could result in any offer of employment being withdrawn.

- Previous employer references will be requested
- Qualification checks will be undertaken
- Eligibility to work in UK
- Other checks may be undertaken

PERSON SPECIFICATION – ESSENTIAL (or working towards)

Qualifications & Training

- NVQ level 3 or higher qualification in childcare
- A current first aid certificate (can be arranged if expired) and willingness to be an appointed person in first aid administration
- Food Safety certificate (can be arranged if expired)
- Willingness to participate in relevant training and development opportunities

Experience

- A minimum of 2 years, experience post-qualified working with 2-5-year-old children
- Experience of implementing policies and procedures in accordance with current legislation.
- Experience of delivering a high-quality learning environment through good interaction and planned activities based on observations
- Some experience of being in a position of responsibility an advantage*
- Some working with pre-school aged children and experienced delivering phonics programmes and supporting language development an advantage*

Skills/Knowledge/Aptitudes

- Ability to work effectively with colleagues in the delivery of high-quality provision.
- Ability to build and maintain positive relationships with children and parent/carers in order to meet individual needs of children.
- Good communication, interpersonal and organisational skills.
- Ability to deliver phonics programmes and supporting language development*
- Experience of working within or implementing effective key worker systems.
- Good understanding of Development Matters in the Early Years Foundation Stage framework.
- Thorough knowledge of all aspects of child development and an understanding of the range of factors affecting development.
- Ability to promote a positive ethos and role model positive attributes
- Good personal numeracy and literacy skills
- Awareness of inclusion, especially within a setting
- Effective use of ICT to support learning
- Able to demonstrate an up to date knowledge of current developments and legislation relating to early years education and childcare.
- Knowledge and understanding of child protection issues, practices and procedures.

Team Working

- Demonstrates a non-judgemental approach to values, views and needs of others. Sees other people's point of view and encourages and respects views that are different from own. Takes time to get to know people and how they operate.

Adaptability

- Supports the change process, remaining positive during times of change. Willingly co-operates with others and highlights potential problems in a positive and supportive way.

Professional Values and Practice

- Ability to build and maintain successful relationships with children and adults, treating them consistently, with respect and consideration.
- Ability to work collaboratively with colleagues both within school/Children's Centre and other organisations.
- Ability to improve own practice through observations, evaluation and discussion with colleagues.
- High expectations of all children; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their early year's development.
- Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice.
- Able to liaise sensitively and effectively with parents and carers, recognising their role their child's learning.
- Able to improve their own practice through observations, evaluation and discussion with colleagues

(* denotes desirable)

OTHER DETAILS

- Wage: £10.60 per hour, plus leave allowance, evened out of the year.
- 35 hours per week, term-time only over 38.4 weeks
- The hours will be a shift anytime between 7.45am and 6pm. We expect the shifts will cover the period leading up to 6pm, although other times may be required as directed by the Nursery Manager
- Annual leave based on number of hours worked per week and over the contract fixed-term period. This is done on a pro-rata basis of 25 days leave/175 hours. It cannot be taken in term-time. It is added to the wage. The wage is then divided into equal payments over the contract timeframe.
- Pay is monthly. See above note on annual leave for formula.
- Place of work: footprints@hattonhill, based in Hatton Hill Primary School, Litherland
- The post is subject to all checks highlighted above
- The post is subject to a 12-week probationary period
- Application forms can be found here <https://firststepsenterprise.co.uk/vacancies/application-form/>