



footprints@childcare

 **First Steps**  
ENTERPRISE LIMITED

**First Steps Enterprise Limited -**

***footprints@netherton nursery***

**Job Title: Nursery Deputy Manager**

**Pay: £19,161 pro-rata (actual £16,569)**

**Hours: 37.5 hours per week, term-time only over 38.4 weeks**

**Base: footprints@netherton nursery,  
based in Netherton Family Well Being Centre**

Footprints@netherton nursery is a small community-based nursery, based in Netherton Family Wellbeing Centre. It is set across 2 childcare rooms and cares for children aged from 2 to 4 years old.

Children are at the heart of all we do in footprints@netherton. Our most recent Ofsted report (February 2020) is very positive about the nursery, stating that 'Leaders and the manager are passionate about enriching the experiences of young children and their families. Together, with the help of staff and parents, they evaluate the quality of the setting and the plans for future changes. Staff put children at the heart of the setting'

**What is the purpose of the role?**

The role of Deputy Manager is to support the Nursery Manager in providing professional leadership and management of the nursery and to effectively manage the day-to-day running of the nursery and to deliver the highest standards of care and education.

As this is a small setting, this post will require the deputy to spend time in ratio, leading the provision in the 2-year-old room and undertake key worker responsibilities for a number of children. Therefore, the ability to manage time, staff and tasks well is important.

You will hold a full and relevant qualification in Early Years at Level 3 or above, understand and ensure the requirements of Ofsted and the Early Years Foundation Stage are met and have experience working in an early years childcare setting.

**What do you have to achieve?**

- High standards of care and education
- Compliance with all regulatory requirements
- Staff who feel supported in their roles

**Reports to:**

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

**Responsible for:**

- Nursery staff in the Nursery Manager's absence



footprints@childcare



## Key Responsibilities

### *Childcare and Education*

- Promote high standards of quality within the nursery in respect of the environment, resources and experiences offered to children.
- Ensure that all children attending the nursery receive rich and stimulating experiences appropriate to their age and stage of development.
- Ensure that practice and provision in the nursery meets the requirements of the Early Years Foundation Stage Statutory Requirements.
- Ensure that all children are kept safe, and that staff understand and, when necessary, follow safeguarding procedures.
- Promote and facilitate effective partnerships with parents/carers and other family members.
- Support the development of good practice with regards to special needs and inclusion.
- Support nursery staff in delivering the nursery curriculum utilising methods and systems as directed by the company.
- Establish, develop and maintain highly professional working relationships with relevant Local Authority Departments, regulatory bodies and other agencies.

### *Health and Safety*

- Support the Nursery Manager in the day-to-day operation in order to ensure the health and safety of the children, their parents, carers, the team and any visitors to the nursery, including the completion of risk assessments.
- Adhere to all health and safety policy and procedures.
- Be fully aware of all emergency and security procedures.
- Be responsible for ensuring the nursery remains compliant in respect of suitably trained staff with relevant first aid qualifications, ensuring that adequate cover is available across the nursery.

### *Finance*

- Assist the Nursery Manager in managing staff costs, petty cash and other budgets and maintaining petty cash systems.
- Assist the Nursery Manager with the invoicing and recording of childcare fees.

### *Operational*

- Assist the Nursery Manager with the effective day-to-day management of the nursery.
- Assist the Nursery Manager with the day-to-day paperwork within the nursery.
- Support the Nursery Manager and staff during inspections by regulatory bodies and assist in the implementation of any recommendations.
- Assist the Nursery Manager in delivering agreed occupancy targets.

### *Staff*

- Assist the Nursery Manager in the induction procedures of all new staff.
- Support, supervise, train and appraise all staff to ensure delivery of high-quality childcare practice.

- Support the Nursery Manager to identify training needs; develop training plans and evaluate training undertaken by staff.
- Develop open and positive working relationships with staff.

#### *Marketing and Customer Care*

- Proactively represent the Company and advance its interests in the local community.
- Promote the nursery to current parents and potential customers.
- Ensure that all staff develop and maintain friendly and professional relationships with parents and carers.
- Assist the Nursery Manager in ensuring that all complaints and concerns are actively resolved in a timely manner and that these are reported the Company Deputy Manager.

#### *General*

- Assist the Nursery Manager with administrative duties associated with the management of the nursery, such as maintaining records on children and families, purchasing snack, ordering milk and keeping personnel records.
- Adhere to all Company policies and procedures.
- Ensure that the Company's policies on diversity and equal opportunities are adhered to.
- Undertake any other duties as reasonably requested by line management.
- Maintain effective methods of communication with children, staff, parents and carers.
- Attend meetings as and when required, including Early Help, Case Conferences etc.

**The duties and responsibilities in this job description are not exhaustive or restrictive, changes and other duties relevant to this post may be added. This job description may be reviewed in the future.**

#### **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



footprints@childcare

 **First Steps**  
ENTERPRISE LIMITED

## Person Specification

### **Qualifications & Training**

- NVQ level 3 or higher qualification in childcare
- A current paediatric 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
- Elklan Language Development qualification is an advantage\*

### **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\*
- Experience in delivering language intervention using Wellcomm and/or Talk Boost is 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 the Welfare and Learning and Development requirements 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 and administrative tasks
- 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: £19,161 per annum (actual £16,569 per annum); £10.50 per hour, plus leave allowance, evened out over the year.
- 37.5 hours per week, term-time only over 38.4 weeks
- The hours will be a shift anytime between 8am and 5pm, with exact hours agreed with the Company Deputy 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 a year from September to August 2022 each year.
- Place of work: footprints@netherton nursery, based in Netherton Family Well Being Centre
- 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/>