



Nursery Deputy Job Description.

Kids Around the Clock is a family run business that provides **childcare services** tailored to the needs of yourself and your child. have been providing high-quality services since 2000 and our team has a vast amount of experience in the Early Years sector.

As one of the leading providers of **childcare services in Manchester**, we value the voices of our children, parents, carers and staff, and take their suggestions onboard at Kids Around the Clock.

We endeavour to provide a fun and loving environment for children to explore and develop in a safe and secure way

Role and Responsibilities:

- ☺ Assist the nursery management team in providing a friendly, caring and relaxing environment in order to encourage and develop children in our care.
- ☺ Deputy manager must display high levels of enthusiasm, loyalty and motivation and must adhere to the policies and procedure and ethos of Kids Around The Clock (KATC).
- ☺ Assist the nursery management team to ensure the nursery complies with the Early Years Foundation Stage (EYFS) ensuring that the individual needs and interest of children in the setting are met.
- ☺ Deputy Manager be a role model of Outstanding practice.
- ☺ Plan and carry out activities in line with the EYFS for your key group.
- ☺ Oversee planning, organisation and smooth running of age appropriate activities. Monitor their content, make assessment of their worth and that appropriate records are kept with regards to Ofsted.
- ☺ To keep records of your key children's development and learning, looking for progression and continuity alongside the early Years Foundation Stage, and share with parents, carers and other key adults in the child's life.
- ☺ Organise the Key Person system and staff ratio concerning grouping of children.
- ☺ To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and needs of the children. This ensures children get the best start in life - developing independence, confidence and self-esteem, and build children's resilience and well being.

- ☺ Must be proactive and seek to resolve parents concern and complaints.
- ☺ 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. Being proactive in ensuring appropriate action is taken to promote the welfare and development of the children within the nursery.
- ☺ Ensure that all staff are able to follow the appropriate procedures for safeguarding children in our care.
- ☺ Ensure staff maintain the cleanliness of the children at all times.
- ☺ To advise the Safeguarding designated person/management of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary.
- ☺ Work with other professionals for the benefit of the children and family needs.
- ☺ To be involved in out of working hours activities, e.g. training.
- ☺ Supervise Staff, students and volunteers in training and maintain a proactive and professional nursery team.
- ☺ Complete supervisions with the staff that are in your area.
- ☺ Ensure that displays are changed regularly and in line with themes, season, children's interests and nursery standards.
- ☺ Flexible within working practices of the setting, undertaking other responsible duties such as cleaning of area and equipment.
- ☺ To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting. To uphold the profile of the nursery and its standards.
- ☺ To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
- ☺ To ensure good standards of safety, hygiene and cleanliness are maintained at all times.
- ☺ Ensure that risk assessments for the rooms and outside area are carried out. Ensure that the room is kept tidy and organised to allow effective learning. Report any areas in need of maintenance and also monitor the equipment and facilities of the nursery
- ☺ Ensure that resources, toys and equipment are organised, stored correctly, labelled, cleaned regularly and any breakages are reported.
- ☺ Maintain accurate records for all children e.g. registers, accidents and incidents etc.
- ☺ Deputy to conduct show arounds with a view to selling sessions and sharing the nursery ethos and must ensure a good impression is shown to all people who come through the door.
- ☺ To step up when the nursery manager is away from setting.

Skills and Experience:

- ☺ Enjoy being around young children.
- ☺ Interest in child development.
- ☺ Imagination and creativity.
- ☺ A caring and kind nature.
- ☺ **Patience** and enthusiasm.
- ☺ Effective Decision-making skills
- ☺ Tidy and professional appearance
- ☺ Polite with a calm and courteous manner
- ☺ Self-motivated and able to use initiative
- ☺ Positive, confident and professional
- ☺ Hard-working and committed to the role and the organisation
- ☺ High level of regard for confidentiality
- ☺ Ability to organise, multitask, prioritise and work under pressure
- ☺ Able to work as a team and independently
- ☺ The ability to be flexible and have a willingness to learn to the changing needs of the nursery.
- ☺ Able to lead and motivate a team
- ☺ Effective supervision skills

Personal Specification.

	Essential	Desirable	How identified
Physical Attitudes	Good Health. Tidy appearance. Few absences form current job. Capable to work in pressured situations.	Excellent Health. Smart Appearance.	Medical/interview. Interviews. Interview/reference. Interview discussion
Education & Qualification	Level 3 childcare qualification or above	Safeguarding Paediatric First Aid Food Hygiene level 2 Prevent Duty Female Genital Mutilation (FGM) Evidence of CPD Enhanced DBS	C.V Application certificates

	Essential	Desirable	How identified
Experience, training and skills	<p>1 year of working with the EYFS.</p> <p>Knowledge on EYFS and children's development.</p> <p>Knowledge of Ofsted requirements.</p> <p>Ability to work with parent/Carers and outside agencies.</p> <p>Good time management & organisational skills.</p> <p>Understanding and educate and promote Equal opportunities and Health & Safety and safeguarding.</p> <p>Work well in a team and can work on own initiative.</p> <p>IT knowledge computers and tablets.</p> <p>Ability to supervise staff members.</p>	<p>Ability to demonstrate creative abilities.</p> <p>Flexible and willing to take on other roles and responsibilities</p>	<p>CV, application and interviews</p>

	Essential	Desirable	How identified
Personal Qualities	<p>Committed to provide the best for children.</p> <p>Good communication skills - written and verbal.</p> <p>Positive and happy attitude.</p> <p>Sense of humour</p> <p>Reliability</p> <p>Willingness to self-improve and develop childcare skills</p>		<p>Interviews</p> <p>References</p>