



DEPUTY MANAGER
PERSON SPECIFICATION

Candidates should ensure that they address all of the following criteria in their application form. Candidates will be selected entirely on the basis of the extent to which they meet the person specification in the application form.

KEY KNOWLEDGE	<p>Educated to a minimum level 4 in Early Years or above.</p> <p>Level 3 or above safeguarding training.</p> <p>SEND training.</p>
RELEVANT EXPERIENCE	<p>ESSENTIALS:</p> <p>1 Experience of working in an early year’s setting at a senior or managerial level.</p> <p>2 Demonstrable experience of leading others within a similar context.</p> <p>DESIRABLE:</p> <p>3 Demonstrable experience of working in an inner city, multi-racial context developing an inclusive curriculum.</p> <p>4 A proven record of commitment to and effective implementation of equal opportunities policies.</p>

**KEY
COMPETENCIES**

1 MOTIVATES & CARES FOR CHILDREN:

Seeks to enable all children to develop towards their potential, ensuring choice, challenge, encouragement and praise are offered through a range of stimulating and engaging age appropriate activities. Demonstrates sensitivity, respect and kindness towards children and families, ensuring their developmental needs are met. Acts as an effective advocate for children and families securing positive outcomes on their behalf.

2 MOTIVATING STAFF AND IS A TEAM PLAYER:

Demonstrates effective management and organisational skills including the ability to motivate and enthuse staff within a team. Works in a positive and co-operative way with others.

3 COMMUNICATES WELL WITH OTHERS:

Writes clearly and effectively for a range of recipients, demonstrating sound ICT and literacy skills. Verbally communicates successfully, by for example matching the message to the listener, and conveys key points clearly.

4 MAKES GOOD DECISIONS AND PLANS EFFECTIVELY:

Makes effective decisions based upon an analysis of all relevant information. Effectively manages own workload, prioritising effectively and consistently meeting deadlines.

5 MAINTAIN INTEGRITY AND DEMONSTRATES RESILIANCE:

Sets clear boundaries, maintains personal integrity and adheres to good practice. Demonstrates positive, controlled and consistent behaviour even in crisis situations.

6 EMBRACES DIVERSITY AND INCLUSION:

Seeks to develop an understanding of different groups and individuals and works to ensure equitable and appropriate treatment for all. Welcomes diversity and adopts an inclusive approach.



JOB TITLE: Nursey Deputy Manager

REPORTS TO: Nursery Manager

Job Purpose:

The Deputy Manager will work in partnership with the Nursery Manager to ensure the day to day operation of the Nursery is kept to the highest standards.

To deputise in the absence of the Manager as required and support the Manager in carrying out the full range of duties.

The Deputy Manager will also act in the capacity as the Nursery SENCO and support staff in implementing different strategies to support any Children with additional needs.

To act as the Designated Safeguarding Person within the setting in the Nursery Manager's absence, dealing with and supporting any issues as they arise.

To support and actively promote the safety, security and well-being of all children, staff and visitors at all times.

Main Duties and Responsibilities:

1. To support the Nursery Manager in overseeing the day to day management of the Nursery. Responsible for quality of provision at all times whilst ensuring high standards of care and education in accordance with statutory requirements. Lead on the progress tracking of children's development implementing educational health care plans when necessary. Lead on staff deployment across the nursery ensuring statutory ratios are adhered to at all times.
2. To be responsible for ensuring that the management of the special educational needs provision is developed appropriately and that relevant legislation and support is adhered to. Support children with SEND as required, guiding all team members with the early identification and intervention for children who may benefit from additional support regarding their physical, emotional and social development. Contribute and assist in fostering positive relationships and close working links with a range of professionals in order to promote access to wider integrated services for all families and children.

3. To assist the Nursery Manager in the supervision, training and mentoring of students, volunteers and staff members. To ensure all educational programs are delivered to the highest quality and provide the staff team with feedback on their practice.
4. To support the Nursery Manager and staff team in ensuring that the environment throughout the Nursery is well resourced and exciting. Support the Nursery Manager in ensuring that the EYFS requirements are fully met at all times.
5. To take joint responsibility for promoting and safeguarding the welfare of children in your care and those you come into contact with. Ensure that any safeguarding concerns are always appropriately acted upon immediately, following Bowlers and LBI guidelines and procedures.
6. To support staff in developing and maintaining a partnership with parents that values their contribution and involves them in their child's education, including support for the home learning environment and for ensuring smooth transitions and continuity for the child and parents into, within and out of the setting.
7. To oversee the planning, organisation and smooth running of the children's activities in consultation with the group leaders (If we have these). To ensure the activities are appropriate for the children's developmental stage, monitor their content, make assessments of their worth and that appropriate records are kept with regard to Ofsted.
8. To work with the Manager and staff team in devising long, medium, and short-term plans.
9. Support and encourage budget-related decisions effectively to ensure that toys, equipment and soft furnishings both indoors and outdoors are at the required standard to support high quality practice.
10. To work with the staff and ensure they have a sound knowledge of statutory guidelines, policies and procedures and implement them appropriately and effectively.
11. To be a committed member of the staff team and to work in the best interests of Bowlers Community Nursery. To be flexible within working practices, being prepared to cover staff non-contact time, support staff with observations and profile books and at times covering staff breaks or supporting the baby room at sleep time.
12. To prioritise workload and manage time effectively to ensure tasks are completed in a timely manner and quality is not compromised.
13. To take on any other reasonable tasks as directed by the Manager.
14. Support all staff to communicate and listen to each other, having mutual understanding of the goals they are working towards and to ensure this is done in an appropriate and respectful manner.
15. Inspire and praise all team members to perform to the best of their ability and encourage everyone to achieve their maximum potential.

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