



## Deputy Nursery Manager

**JOB TITLE:** Deputy Nursery Manager

**REPORTING TO:** Nursery Manager

**HOURS OF WORK:** Full Time, Term Time

**LOCATION:** Bumblebee Nursery – Paddock, Huddersfield

An excellent opportunity for an experienced Deputy Nursery Manager or someone working as a Room Leader looking to move into a Deputy Manager role. The role will be based in our Nursery in Paddock. The successful candidate will be passionate and enthusiastic whilst working with children in all aspects of their care, learning and development. The candidate will have sound knowledge of the Early Years Foundation Stage and have the ability to plan for, deliver, record and assess the elements within the EYFS.

### Key Responsibilities:

- To assist the Nursery Manager in providing high quality education and care for all children, ensuring the children's needs are being met at all times
- Assist in meeting and maintaining our regulatory and compliant responsibilities working within the Early Years Foundation Stage Framework.
- Assume responsibility for the nursery in the absence of the Nursery Manager
- To effectively manage the staff team
- To help ensure the nursery meets Ofsted requirements at all times
- To work within and implement nursery policies and procedures, including how to respond to incidents, accidents, complaints and emergencies and record accordingly
- Have working knowledge of Child Protection Policies and Procedures and what to do if there were concerns about a child, i.e. responding to disclosures, recording and reporting procedures.
- To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments
- Opening and closing the nursery when required
- Carry out Key Person role, building effective relationships with parents and children and meeting children's learning and development needs
- To establish a trusting relationship with parents through working in partnership with them, giving informative feedback in order to meet their child's needs
- To promote at all times good relations between staff members, parents and children and promote the ethos of the Nursery
- Continuation of personal and professional development to ensure knowledge and skills are up to date, full, and relevant to the role
- Perform any other duties appropriate to the role as directed by the Management

### ESSENTIAL - Qualifications, Experience and Knowledge:

- Early Years level 3 qualified
  - Minimum 1 years management experience
  - Minimum 3 years early years experience
  - Good understanding of EYFS
  - Good understanding of Safeguarding and Child Protection policies and procedure
  - Good understanding of Health & Safety policies and procedure
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- Clear enhanced DBS check

**DESIRABLE - Qualifications, Experience and Knowledge:**

- Understanding/qualified SENCO
- Good understanding of wider legislative requirements for working with children

**Personal Attributes:**

- Strong **communication skills** both written and verbal
- Ability to be **flexible, adaptable** and embrace working cultures in each setting
- Genuine desire and passion for ongoing learning and development
- **Committed to working with children:** You must enjoy the company of children and be dedicated to child development
- **Patient:** You must be equipped to deal with children misbehaving and having tantrums. You must also have the patience to handle these situations calmly and effectively, without getting angry or wound up
- **Creative:** Have lots of ideas and strategies to make learning fun. Creatively thought out lesson and activity plans to help communication of thoughts in a simple way which children can understand
- **Personable:** Building positive relationships with parents is something that you'll need to be good at. By communicating and working together, you can make sure a child is happy, healthy and gets all of the support they need, both from you and at home

**Benefits**

- Competitive salary
- Pension scheme
- Discounted childcare
- Free ongoing professional development and training
- Promotional opportunities
- Holidays

**How to Apply:**

Please forward your CV to [bumblebee@honeybeechildcare.org.uk](mailto:bumblebee@honeybeechildcare.org.uk) or call 01484 360011 / 07872 847673 for further information.

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