

Job Description: Deputy Nursery nurse.

Salary: £6.70 - £7.50 an hour

Closing Date: 4th March 2016

Hours: Part Time 16 - 20 hrs per week

Responsible to: Nursery Manager

Responsible for: To assist in the management of the Nursery and associated childcare provision within the Nursery

Main Purpose:

1. To be responsible for the Nursery in the absence of the Nursery Manager.
2. To be responsible for the day to day operation of the Nursery
3. To ensure the Nursery meets all legal requirements
4. To ensure equal access to services regardless of ethnicity, gender culture, disability or lifestyle in accordance with the Children's Centre Equal opportunities.
5. To ensure the Nursery works in partnership with all local child care providers.
6. To ensure that the Nursery operates within agreed aims, objectives, policies and procedures.
7. To support the Manager in suitably equipping the Nursery to provide a high quality, practical and welcoming learning environment
8. To effectively deliver the Nursery curriculum for 0-3 year olds, using the "Birth –Three" framework and to provide a robust education development for the "Foundation Stage" framework, which ensures the Nursery meets and exceeds the OFSTED standards
9. To support the development and maintain procedures for regular review and assessment of each child's progress
10. To support the implementation and manage an effective parent liaison programme ensuring regular communication and interaction with parents, in evenings, surgeries and newsletters.
11. To ensure the complaints procedure is implemented in a positive manner and that the staff team are supported in this process.
12. To develop a programme of support to aid the transition of children from the child care setting to school
13. To actively promote the Nursery and the range of activities available to local parents
14. To work in partnership with, health, education, social services, community and voluntary organisations to provide a high quality child care service.
15. To establish and maintain an inventory list of equipment/resources purchased
16. To ensure the effective and efficient use of resources available
17. To assist in the production of management reports and attend meetings deemed appropriate
18. To assist the Manager in ensuring full capacity and occupancy levels by reviewing numbers of children attending, and by following up all enquiries
19. To assist in the management of operating costs for the Nursery within an agreed budget
20. To have responsibility for the Nursery premises ensuring that the building is both safe and well maintained at all times and that the need for repairs Nursery Manager
21. To be responsible for Health and Safety issues within the Nursery ensuring that all policies relevant are complied with.
22. To support the Nursery Manager in the effective recruitment and induction of new staff with the appropriate skills, qualifications and experience. To ensure the Nursery is staffed to the required levels at all times.
23. To provide effective leadership and management of the Nursery team. To undertake regular performance reviews, staff team meetings.
24. To identify the development and training needs of the team members.
25. To monitor sickness and absence of the staff team
26. To maintain a safe and acceptable standard of practice in accordance with the Nursery principles, policies and procedures.
27. To ensure quality standards, including the implementation of all relevant legislation, policies and procedures
28. To maintain high standards of accuracy and confidentiality in record keeping. To produce reports and statistical information as required
29. To contribute to ongoing research, evaluation and assessment of need in the area.
30. To promote and represent the Nursery at appropriate events, conferences, seminars and training
31. To undertake any tasks requested which are commensurate with this job role and responsibilities
32. To be part of staff ratio

Person Specification

Education & Qualifications

NNEB, BTEC National Diploma, CACHE level 3 Diploma, NVQ level 3, HNC, SNVQ 3, NVQ level 4, Foundation Degree, Early Years Professional Status.

Desirable

Paediatric First Aid

Food Hygiene Certificate

Introduction to safeguarding certificates

Experience/ Knowledge

Sound working knowledge of Early Years Foundation Stage and current Ofsted statutory guidance.

Knowledge and proven practical experience of implementing good quality learning opportunities to the under-fives.

Desirable

Supervisory experience

Skills & Attributes

Empathy and understanding of children under five.

Excellent verbal and communication skills with all ages.

Ability to write reports and keep clear and accurate records.

Effective team leadership.

Organizational skills

Administrative and basic IT skills

Calm, caring and organised

Ability to work as part of a team

Reliability, enthusiasm, and flexibility

Able to work on own initiative

Desirable

Ability to deputise and manage in an emergency situation.

Ability to co-ordinate in a specific specialist area e.g. SENCO

Personal Qualities

Friendly, honesty, loyalty, flexible

Other

Requirement to work with Holiday Play scheme on an occasional basis

Ability to work on a flexible basis between 8.30am and 1.30pm (Tue–Friday)

Desirable

A current full driving license would be helpful but not essential.