



HURLY BURLY NURSERY JOB DESCRIPTION DEPUTY MANAGER

Reporting to: Nursery Manager
Hours: 36 hours a week
Payment: You will be paid monthly on the 31st of the month by BACS
Holiday: 28 days (including Bank Holidays)
Based: Petroc Site, Bolham Road, Tiverton EX16 6SH

Job Description

This managerial position will be to assist in running the entire day to day dealings at the nursery, working closely with, and under the supervision of, the Manager.

As the Manager will be mostly office based, the deputy needs to take charge of staffing and any relevant issues within the nursery rooms on a daily basis to support the goals of the nursery.

- 1 To promote the aims and objectives of the Nursery;
- 2 To promote the high standards of the Nursery at all times to parents, staff and visitors;
- 3 To assist the manager in showing parents around the Nursery facilities and sending out information;
- 4 To ensure the Nursery of high standard of physical and emotional care;
- 5 To lead a team of professional workers and to ensure good practice at all times;
- 6 To assist the manager in setting and implementing objectives and policy for the Nursery;
- 7 To assist with the planning and organisation of staffing schedules and holiday rotas to ensure adequate staffing levels are maintained in accordance with Local Authority guidelines and Nursery procedures;
- 8 To assist with the implementation of administrative procedures involved with: - registration, place allocation, and other related matters;
- 9 To assist with the development and implementation of systems to monitor and record child development;
- 10 To assist with the preparation and maintenance of materials and equipment;

Duties include:

- Answering the nursery telephone within 3 rings
- Making Telephone calls to parents when children are unwell or returning calls when needed
- Ordering from suppliers as needed
- Opening the Post and giving to the Manager or filing for the Owner if invoices and financial information

- Double checking staffing rota's for the Manager
- Write letter and emails where needed to outside agencies, suppliers and families
- Dealing with paperwork for Parents requests for extra days etc
- Showing families around the nursery if needed
- Assist at staff meetings
- Lead internal training if needed
- Monitor and maintain highest level of childcare
- Maintain legal ratios
- Manage all the staff or volunteers as needed when manager not around
- Assist in checking or writing invoices on Excel
- Write and review risk assessments alongside the Manager
- Monitor Health & Safety issues within the nursery (such as indoor or outdoor checks)
- Monitor the menu and do food shop online when required
- Manage all child related concerns such as disclosures, SENCO issues, settling in
- Create and oversee improvements to new procedures for parents fees, admin or room related activities

You will assist in managing all staff, update policies when necessary, deal with Ofsted at our next inspection and monitor all other legal parts of the business such as hours records, Due diligence and environmental health.

You will have regular (weekly) meetings with the Manager to discuss the performance of the nursery, staff issues, financial issues (such as bank staff, new bookings and resources budgets). During this time you will inform the Owner, on a WEEKLY basis, of any issues that have arisen and all day to day concerns.

You must have regular management meetings with the Manager and Owner to discuss developments and continuous improvement processes.

Holiday is to be booked in advance with approval from the Manager. The Deputy Manager and the Manager cannot have holiday at the same time.

Qualities Required

This role requires someone who has experience at a senior (room supervisor) level at a nursery.

You will be:

- Reliable – to cover sickness and holiday and be able to take on extra tasks or hours as needed to ensure the setting runs smoothly. Also be able to keep the setting open during snow or other related instances.
- Self motivated – this role requires someone who can make it their own and comes with new ideas for procedures and improvements at the setting. We are always reviewing and striving to improve.
- Organised and able to manage all the responsibilities needed in this role in the time given that week
- Trustworthy and able to help move the business forward
- Able to create and grow positive relationships with parents – creating loyalty and new business.
- Friendly and approachable and interested in children as well as business.

- A natural leader who can motivate the staff and have their respect and support

You have to be able to see what is needed by the owner, parents or Ofsted and be able to think on your feet and move forward with change fast!

You need to be trusted to bank money, keep confidential client records and generally help with admin and marketing. Thinking creatively and using your initiative is a bonus.

You need to be a flexible worker available to work various changeable hours depending on staff sickness and other issues that may come up.

Qualifications:

Level 3 childcare qualification and all up to date EYFS training.