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**Deputy Nursery Manager Job Description**

**Accountable to:** The Nursery Manager

**Salary:** £25,896

**Hours:** 40 hrs pw

**Leave:** 28 days pa

**Duties:**

* To recruit, manage and supervise a staff of nursery practitioners, nursery assistants and apprentices (where appropriate) and ensure minimum staff to child ratios are met
* To undertake efficient and effective administration of the nursery, including but not limited to invoicing, collection of fees, enrolling children and headcount
* To oversee student placements and act as their mentor
* To liaise with the team of administrators at head office
* To ensure statutory requirements are met by the setting
* To prepare and work toward achieving outstanding at all Ofsted inspections
* To identify strengths in the nursery and celebrate and share good practice
* To identify weaknesses in the nursery and work towards resolving these
* To liaise with children’s centres, parent/carers, other local providers and schools, where required
* To help the manager meet financial targets set for the provision
* To ensure the implementation of all applicable policies
* To work with KCC Professionals e.g. Setting Improvement Partners, to maintain a high quality provision
* To help prepare and monitor action plans including those from Ofsted, Annual conversation visits, compliance, Ofsted audits e.g. and help drive and monitor progress against those plans
* Child Protection for the setting. To help provide support, guidance and ensuring attendance at appropriate training for all staff
* To undertake staff supervision and appraisals, where appropriate
* To attend all training agreed with your manager and organise attendance at training for staff
* To help organise regular staff meetings and attend other such meetings as directed by your line manager
* To provide peripatetic childcare support when requested
* To undertake other duties and responsibilities as required

**Children & Families Ltd is committed to safeguarding children**

**This post is exempt from the Rehabilitation of Offenders Act. Any offer of employment and continued employment is contingent upon satisfactory vetting results, including Enhanced Criminal Records Bureau checks, Independent Safeguarding Authority registration and any other vetting mechanisms and procedures as may be required in the light of changing legislation and circumstances.**