**JOB DESCRIPTION – DEPUTY MANAGER/ OFFICER IN CHARGE**

**Purpose of Post:**

1. To work under the direction of the manager and deputise for him/her as and when required.

2. To support the aims and objectives of the nursery and assist the manager in the organisation of a high quality establishment for children from birth to 5 years.

3. To provide high standards of childcare and education - to include the monitoring and review of provision, this includes providing a safe, caring environment to enable the emotional, social and educational development of children, through individual attention and group activities.

 4. Assist in the leading and implementing the Early Years Foundation Stage Framework and any other legal/statutory frameworks.

5. To direct and support staff as agreed by the nursery manager.

**Responsible To:**

Nursery Manager*I*Officer in Charge

**Main Duties:**

* To promote the aims and objectives of the nursery.
* To promote the high standards of the nursery at all times to parents, staff and visitors.
* To ensure the provision of high standards of physical and emotional care.
* To ensure that the welfare and safety of children is paramount within the setting and any child protection concerns are always appropriately acted upon immediately, following LSCB guidelines.
* To lead a team of professional workers and to ensure good practice at all times, including staff induction, supervision and appraisal.
* To attend relevant training/conferences/meetings to support professional development, keeping up to date with childcare/education practice and cascading to staff team.
* To assist the manager in setting, implementing and reviewing policies for the nursery.
* To assist with the planning and organisation of staffing schedules and holiday rota's to ensure adequate staffing levels are maintained in accordance with Ofsted and nursery procedures.
* To assist with the implementation of administrative procedures involved with: - registration, place allocation, and other related matters.
* To be responsible for implementing and monitoring systems of observation to enable children’s progress and achievements to be regularly and effectively assessed and recorded.
* To assist with the preparation and maintenance of materials and equipment.
* To be responsible for the Health and Safety standards appropriate for the needs of young children and ensuring staff compliance and awareness.
* To ensure high standards of hygiene and cleanliness are maintained at all times.
* To ensure the provision of a high quality environment to meet the needs of individual children, having an awareness of any disabilities, family cultures, and medical histories.
* To guide all team members with the early identification and intervention for children who may benefit from additional support regarding their physical, emotional and social development.
* To ensure confidentiality of all information received.
* To assist with staff development and training.
* To assist the manager in the supervision of training of students and volunteers in placement within the nursery.
* To liaise and facilitate close partnership working with parents, other family members and staff to help ensure that the particular needs of children are met and that parental choice is considered in terms of care given.
* To liaise with outside agencies as required.
* To assist the manager with the efficient upkeep of the building and maintenance/stock of equipment, furnishings and fittings.
* Maintaining staff awareness of the statutory requirements of the EYFS to ensure a safe working environment for staff and children.
* To be involved fully in monthly staff meetings, planning meetings, parents’ evenings, fundraising events and training sessions outside working hours, as required.
* To deputise for the manager in his/her absence.
* To be aware of the high profile of the setting and to uphold its standards at all times both within work and outside.
* To assist the manager in showing parents around the nursery facilities and sending out information.
* To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the nursery manager.

**Personnel Specification – Deputy Manager/Officer in Charge**

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| Attributes | Criteria | How Identified | Rank |
| Education and Training | 1. Minimum of a relevant and recognised Level 3 qualification
 | A | Essential |
|  | 1. Leadership and Management qualification
 | A | Desirable |
|  | 1. Evidence of ongoing personal development training
2. Desire to continue with professional development
 | A & I A & I | EssentialEssential |
|  | 1. To gain a recognised Professional Status i.e. Early Years Professional Status (EYPS)
 | A & I  | Desirable |
|  | 1. Recent Paediatric First Aid certificate
 | A  | Desirable  |
|  | 1. Basic Food Hygiene
 | A | Desirable |
| Relevant Experience | 1. Substantial post qualifying experience in working with children
 | A & I | Essential |
|  | 1. Experience of implementation of EYFS
 | A & I | Essential |
|  | 1. Experience of working in partnership with parents
 | A & I | Desirable |
| General and Special Knowledge | 1. Knowledge of legislation relevant to Early Years such as EYFS, SEN, safeguarding, Childcare Act 2006
2. Knowledge of Child Development and children’s needs
3. Knowledge on policies and procedures in relation to equality and inclusive practices
4. Ability to work with parents/carers/families to encourage partnership working
 | A, I & PA & IA & IA, I & P | EssentialEssentialEssentialEssential |
| Skills and Abilities**Key:**A = ApplicationI = InterviewP = Presentation | 1. Ability to communicate effectively at all levels including professional, practitioner level, and to engage with children, parents and families
2. Able to be an effective leader and work as part of a team
3. Good record keeping, report writing and presentational skills
4. Possess a level of general computer literacy with a range of IT skills.
5. Good organisational and time management skills
6. Ability to support the effective marketing of the setting in order to maximise the occupancy levels and income
 | A, I & PA & IA & IAA & IA & I | EssentialEssentialEssentialEssentialEssentialEssential |
| Any Additional Factors | 1. Understanding of Equal Opportunities
2. Awareness of Health & Safety and practical Hygiene issues
3. Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary
 | A & IA & IA & I | EssentialEssentialEssential |