

JOB DESCRIPTION

Post: Assistant Nursery Manager

Responsible To: Nursery Manager /Deputy Nursery Manager

Summary of Post:

To provide high quality, flexible childcare provision for students attending EKC, employees of the college and families from the local communities.

The post holder will oversee the operation of the nursery to the highest standards, alongside the Nursery Senior Manager, normally from a room based position, ensuring that the best possible environment and care are provided for young children.

The post holder will take on the role of the Manager and hold full responsibility in the Deputy Manager or Senior Manager's absence.

Specific Duties:

1. To manage the provision in compliance with EKC Group/The Nursery policy and compliance with relevant legislation, in the Deputy manager's absence. Be responsible for the day to day organisation, management of staff and the smooth running of the nursery alongside the nursery Senior Manager.
2. To work with the Managers at all times to ensure high standards of care and education of children between 0 to 5 years in accordance with statutory requirements.
3. To appropriately prepare for an OFSTED inspection and action any recommendations that may result from the inspection.
4. To contribute as a member of the management team to the strategic planning, monitoring, evaluation and development of the nursery.
5. To be responsible and accountable and for day to day financial systems in the Senior Manager and Deputy Managers absence.
6. To ensure effective communication between the nursery staff and with all partner organisations.

7. To keep a register and up to date records of all children using the nursery provision.
8. To ensure the EYFS is promoted and delivered within the setting and the principles adhered to, promoting growth, happiness and development of each individual child.
9. To assist senior practitioners in the monitoring and development of the nursery environment and equipment and to maintain/provide high quality learning spaces.
10. To ensure that Health and Safety policies are fully implemented within the nursery. In particular ensure that the required standards of cleanliness and hygiene are achieved, risk assessment are in place and the environment and equipment are maintained.
11. To liaise with outside agencies, including health providers, family services, children's centres and local primary schools.
12. To work in partnership with parents and carers, managing an effective parent liaison programme to include newsletters, transitions, progress and development updates.
13. To maintain high levels of confidentiality with regard to written and spoken information regarding children, families, staff and the nursery provision.
14. To support, guide and establish relationships with college students and apprentices to provide full opportunity to participate in appropriate aspects of nursery life.
15. Take responsibility to manage staff absence, including staff sickness to ensure sufficient staff are available at all times in line with college policy, in the manager's absence.
16. To undertake staff grievance investigation as required, in line with EKC Group policy and procedures, in the absence of the Deputy Manager.
17. To support the Managers in facilitating regular staff team meetings with nursery staff, undertake staff support and development reviews and have in place a whistle blowing policy to ensure the safety and well-being of all children at all times.
18. To participate in the EKC Group support & development scheme and to undertake training based on individual and service needs.

19. To take a joint management approach in creating a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
20. To carry out any other duties commensurate with grade as may be reasonably requested by college staff and the host organisation
21. To lead a room if required at the request of the nursery Senior Manager Deputy Manager
22. To undertake additional duties such as but not fully inclusive of SENCO or DSL as required by the setting manager.
23. Undertake training in order to facilitate additional roles as required.

General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

	EMPLOYEE SPECIFICATION	Application	Interview	Shortlisting Weighting
Skills				
1.	Good record keeping, report writing and presentation skills	✓	✓	4
2.	Good general computing skills	✓	✓	4
3.	Good organisation and time management skills	✓	✓	4
4.	An ability to work with parent/carers/families to encourage partnership working	✓	✓	6
5.	Ability, flexibility and willingness to take on other responsibilities as deemed necessary	✓	✓	6
6.	Actively contribute to the College's Safeguarding and PREVENT practice, procedures, culture and ethos	✓	✓	6
7.	Ability to communicate effectively at all levels including professional, practitioner level and to engage with children, parents and families	✓	✓	6
8.	The ability to demonstrate effective team leadership	✓	✓	6
Experience				
1.	Extensive knowledge of legislation relevant to early years such as EYFS, SEN, Safeguarding, Childcare Act 2006	✓	✓	6
2.	Experience of implementation of the EYFS	✓	✓	6
3.	Experience of working in partnership with parents	✓	✓	4
4.	Knowledge of child development and children's needs	✓	✓	6
5.	Evidence of ongoing personal development and a desire to continue with professional development	✓	✓	4
Education				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C/4 or above)	✓		4

2.	English Level 2 (e.g. equivalent to GCSE grade C/4 or above)	✓		4
3.	Relevant and recognised level 3 qualification Plus Early Years Professional Status/Early Years Teacher Status	✓		6
4.	At least 2 years post qualification experience in working with children	✓	✓	4
5.	To hold/or being willing to gain a food hygiene/handling certificate	✓	✓	4

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.