

**Job Title: Deputy Nursery Manager****Hours of work:** Full-time, Permanent

*Working patterns are 38 hours per week, Monday to Friday, all year round, covering 7.30am until 5:30pm. Hours to be spread over 4 or 5 days depending on needs of the nursery. Working pattern to be negotiated and consistent. Subject to change upon consultation and with appropriate notice. Evening staff meetings and training when required, for which TOIL awarded for out of contracted hours.*

**Salary Range:** £23,909.60 - £26,142**Place of work:** First Class Nursery, Lister Road, Kidderminster, DY11 6NN**Job Commencing:** August 27th, 2024**Responsible to:** Nursery Manager**Job Purpose:** To support the aims and objectives of the nursery and assist the Manager in the organisation of a high-quality establishment.**Organisation Context**

First Class Nursery, Kidderminster (OFSTED rated 'Good' in November 2022), was established in 1998 and in 2020 we became part of the YMCA Worcestershire organisation. Our nursery offers quality childcare and education in an environment which is carefully planned and enriched for each child's learning and care needs. We are a 41 place provision for children from 3 months until 5 years. We are open 51 weeks of the year, closing on Bank Holidays and over Christmas.

We pride ourselves on our history of providing good quality childcare, our excellent relationships with parents, and our very low staff turnover. We are a homely, friendly and supportive environment, and we love what we do!

**About the role**

This is a fantastic opportunity to join our nursery family, as we are looking to expand our team over the Summer and introduce the next generation of management.

This role would suit an established and committed practitioner who already has experience of the role of Deputy or an experienced Practitioner who feels ready to

take this next step in their career. We will offer support and training to aid the successful candidate to fully take on the role of Deputy.

The Deputy Manager will be based in our toddler room and in ratio.

### **Duties and Responsibilities**

The ideal candidate for the Nursery Deputy Manager position would need to have the following:

- Solid understanding of the EYFS framework.
- Excellent understanding of how to plan and implement high quality teaching and good practise.
- Excellent experience and knowledge of child protection and safeguarding practices.
- A drive and love for working with and educating children. Sound knowledge of child development.
- Experience and understanding of children with SEND, the role of SENCO, and delivery of inclusive practise.
- A desire to continually reflect on, learn from, and improve practice.
- An ability to lead, coach and motivate a team.
- An ability to identify priorities and meet outcomes.
- Solid experience of the practitioner role, including the responsibilities of a key worker.
- A confident, outgoing and friendly personality
- An understanding of the challenges and pressures that are presented to us within our profession and a willingness and motivation to overcome them in order to provide excellent provision for our children and families.

### **Essential Qualifications and Experience:**

- Either NNEB, CACHE, NVQ, EYE, Level 3, or equivalent in early years childcare
- Minimum 5 years practitioner experience.
- At least 2 years working in a senior role within a childcare setting (Preferable)  
We will consider suitable candidates with relevant practitioner experience who feel capable to step up from Practitioner level.

- Excellent knowledge of the EYFS, Health & Safety, and Safeguarding Legislation and practises.
- Excellent communication skills and ability to work as part of a team
- Ability to liaise with and develop good relationships with parents

### **Key responsibilities**

- Support the Nursery Manager in the day to day operations of the nursery. This will include administrative duties to assist with our processes. Such as registration of new children, maintaining our records, SEND funding claims, NEF funding, and liaising with other outside professionals within health, social care and education.
- Carry out the role of Deputy Designated Lead for Safeguarding, once training is completed.
- Undertake all necessary responsibilities of a keyworker. Supporting key children and parents and taking responsibility for the planning and implementation of care and education needs.
- Adhere to all nurseries policies and procedures.
- Manage the nursery in the absence of the Manager, supported by other Senior Practitioners.
- Work as part of the Staff Team and liaise between the staff, manager and other Departments within the YMCA Worcestershire Organisation.
- Ensure the nursery complies with the Early Years Foundation Stage Statutory Framework.
- Ensure good practice as set out in the EYFS and maintain compliance with all relevant statutory regulations. This includes our Health and Safety, and Safeguarding processes.
- Assist with the monitoring and support of staff performance across the whole nursery
- Empower the team to deliver rich learning opportunities supported by a comprehensive curriculum.
- Assist with the recruitment and induction of new staff members, monitoring performance.
- Attend staff meetings as required
- Update and maintain your own Continued professional development, keeping up to date with legislation, good practise, and relevant training.

- To carry out all necessary tasks required in the day to day running of the nursery including cleaning, preparing and serving of snacks – duties are shared between all practitioners.

### **Additional Information: Principal Terms and Conditions of Appointment**

- This is a permanent position, 38 hours per week from August, 2024.
- All new staff are subject to a 3 month probation period
- Current hours 38 hours per week and additional hours paid as overtime.
- Salary will be £23,909.60 rising to £26,142 upon successful completion of the 3 month probation period and fulfilment of the Deputy role.
- 5.6 weeks paid holiday entitlement including Bank Holidays
- Employment will be conditional upon receipt of satisfactory DBS Disclosure, verified references, and be subject to satisfactory completion of a probation period of three months.
- Shortlisted Candidates will undergo a two-part interview process, incorporating discussion and observation in the room.
- Closing date for applications is Tuesday 16th July, 2024. Interviews to take place week commencing 29th July.
- Employee benefits include: Contractual Injury/ Sick pay scheme, Private Health Insurance Cover, Enrolment into workplace Pension Scheme.

### **How to apply**

Download an application form from our website using this link -

<https://ymcaworcestershire.org.uk/get-involved/work-with-us/>

Complete and return it to [carly.kendrick@ymcaworcestershire.org.uk](mailto:carly.kendrick@ymcaworcestershire.org.uk)

You are welcome to call 01562 755733 if you wish to speak to the Manager or ask any questions before applying.

**Thank you for your interest in this position, and best of luck with your application!**