



BERKHAMPSTEAD DAY NURSERY

PITTVILLE CIRCUS ROAD, CHELTENHAM, GLOUCESTERSHIRE GL52 2QA
01242 533830

Job Title: Deputy Nursery Manager – Pittville Circus Day Nursery

Reports to: Nursery Manager

Direct reports: Room Leads, Catering and Admin Staff

Berkhampstead Day Nursery Pittville Circus is looking for an exceptional Deputy Manager to join our team.

Berkhampstead Day Nurseries provide a warm and welcoming environment in which children are nurtured, happy and inspired. With locations in Pittville Circus and Charlton Kings, both settings offer comfortable, home-from-home environments, with the very best staff. Our reputation for providing quality childcare is enviable, we've been caring for and educating children since 1945.

The successful candidate will be joining an Independent Day Nursery with a forward thinking and fully supportive team of staff in a friendly and caring environment.

Role Summary

- To support the Nursery Manager to ensure the effective daily management of the Nursery, to have a sound knowledge of all Company Policies, Procedures, Statutory Welfare Requirements and Ofsted/ISI expectations and ensure that these are maintained at all times.
- To be a role model to the staff team. Be able to showcase high quality practice with regards to individual and group work with children, dealing with staff and parent issues as they arise.
- To support and actively promote the safety, security and well-being of all children, staff and visitors at all times.
- Act as the Designated Safeguarding Person within the setting in the Nursery Manager's absence, dealing with and support any issues as they arise.
- To work alongside the Nursery Manager to lead the nursery to maintain an Excellent grading with ISI.
- To play an active role in completing a rigorous action plan that supports the development of areas set out in the 'Development Plan'.
- To embrace, understand and promote Berkhampstead Nursery and to understand the role you play as a member of the management team in providing high levels of care and education.



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Performance Requirements

- Support the future occupancy levels of the setting by working alongside the Nursery Manager in making appropriate decisions in relation to staffing.
- To reinforce Company policy and procedures at all times and deal with any breaches swiftly and in an appropriate manner.
- Support the setting's approach to safer recruitment and ensure Company policies are followed throughout the recruitment process.
- Support the Nursery Manager in completing full induction, ongoing regular contact and probation reviews with new employees, offering any support and guidance and addressing performance concerns as required.
- Identify development areas or training requirements throughout the staff team and actively promote continued professional development.
- Mentor and lead the staff team and offer support and guidance as required.
- To support and encourage any ideas and initiatives to maintain employee engagement.
- To support in dealing with investigations, disciplinarys and absence management in line with Company policies and procedures.
- Efficient and effective staff deployment at all times.
- Continually motivate and develop the staff team within the nursery through effective role modelling, spending time in rooms throughout the setting.
- Ensure the nursery is seen as an excellent place to work internally and externally.
- Support regular meetings and training. Staff meetings must take place at least once a month and have a full written agenda and minutes to accompany.
- To recognise and reward Outstanding practice within the nursery.
- Promote equality and diversity within the nursery, challenging any behaviour which does not support our Inclusive Practice and Equal Opportunities Policy.

Childcare

- To lead on the quality aspects of a nursery, including environments, learning and development and Learning Journals.
- Reflect on daily practice and identify areas for continual improvement.
- To be the Designated Safeguarding Officer within the setting in the Nursery Manager's absence and ensure that all practitioners and support staff have a sound awareness of the Safeguarding Policy (both Company and Local Authority procedures). All staff to understand their role in safeguarding all children.
- To ensure that all children are treated as individuals and that we are supporting this through our approach to planning in line with the EYFS.
- To work in partnership to ensure standards are continuously being met in line with Ofsted/ISI requirements and the EYFS.
- To ensure that any identified development needs are supported with ongoing training either internally or externally.
- As a management team, to oversee planning and children's developmental records and ensure that they reflect their individual progress and are up to date.



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- Ensure that settling-in and transitions are well managed for all children, ensuring they are communicated to parents, carers and colleagues.
- To support on all aspects of inclusive practice, behaviour management and special educational needs within your team, liaising with the appropriate representatives.
- To support effective partnerships working with children, families and the wider community. Continuously looking at ways to build relationships with external agencies.
- To ensure effective communication with staff and families through effective partnerships i.e. Parents Forum, Newsletters, Parents Evenings, stay & plays, settling-in sessions.
- Deal with any parent/carers issues or concerns in a timely manner, escalating any issues to your Nursery Manager as necessary.
- Oversee an effective Key Person approach within the setting.

Environments

- To take an active responsibility for Health & Safety Policies and Procedures at nursery.
- To support the extended management team and nursery staff team to ensure all paperwork is completed correctly.
- Check premises daily and remove or action any potential hazards.
- To ensure the health & safety of all staff, children and visitors by ensuring policies on security and safety are adhered to at all times e.g. ensuring visitors have signed in and ID checks have been carried out.
- Raise any maintenance concerns to your Nursery Manager in due course and keep an ongoing record of this.
- Support and develop an enabling environment that is child-led, using both indoor and outdoor spaces effectively.
- Support and encourage budget-related decisions effectively to ensure that toys, equipment and soft furnishings both indoors and outdoors are at the required standard to support high quality practice.
- To ensure that you have an excellent understanding and have a working knowledge of all aspects of Health & Safety e.g. Risk Assessments, COSHH etc.
- To promote good hygiene practices in the nursery and maintain high standards of cleanliness.

Sustainability

- To have an understanding of expenditure for the nursery within agreed budgets.
- To support the financial sustainability of the setting, which will include marketing, parent show arounds, promoting events, managing waiting lists, open days and managing staff deployment effectively.
- To support the Nursery Manager to achieve financial targets set at nursery level.
- Have a sound knowledge of the First Steps nursery management system and ensure that it is always up to date.



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- To ensure excellent levels of customer service to all visitors.
- To work alongside the Nursery Manager to ensure effective forward planning to maintain and grow occupancy levels and manage waiting lists effectively.
- In the Nursery Manager's absence ensure payroll information is processed in a timely manner and submitted before the deadline.
- Support the setting's marketing plan and attend marketing events.
- To ensure there is an effective tool used to evaluate your progress e.g. Action planning.

General

- Ability to calmly and effectively lead the nursery setting in times of emergency.
- Abide by the Berkhamstead Code of Conduct and all other Policies and Procedures at all times, maintaining a professional approach, behaviour and confidentiality at all times.
- Act as a representative of your nursery and the Company, promoting a professional image at all times.
- To have awareness of any legislation relating to your role.
- Ensure all correspondence is dealt with promptly and professionally within a reasonable time frame.
- Show a willingness to undertake additional roles to meet the needs of the nursery, children and colleagues.
- Keep your job knowledge up to date through Company and external training, showing a commitment to professional development.
- Support other nurseries where necessary. This may mean working at different sites to support other settings and managers.
- Be able to confidently and competently step up to the role of Nursery Manager in their absence.
- Any other duties as required by the Nursery Manager.

Role Attributes

(Skills/Competencies/Behaviours – descriptor and explanation)

- **Interpersonal Skills:** Gets on with different types of people and interacts well with people at all levels. Is insightful about others; seeking to understand other people's views, and adapts own approach accordingly.
- **Communication Skills:** Listens effectively. Communicates clearly and consistently both verbally and in writing, adapting content to the task and audience.
- **Collaboration & Teamwork:** Works co-operatively to shared objectives - involving others when generating ideas, solving problems or making decisions. Is open to sharing best practice, information, ideas and solutions.
- **Quality Commitment:** Wants to do the best they can; setting high work standards for self and others. Seeks to understand the needs and priorities of others. Responds flexibly to changing requirements.



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- **Planning & Organisation:** Manages time effectively. Develops effective procedures. Focuses on the right things, balancing conflicting priorities and meeting deadlines.
- **Resilience:** Keeps calm and in control in difficult and/or stressful situations. Is resourceful, flexible and optimistic when tackling challenging obstacles. Remains motivated and productive during periods of change or when under pressure.
- **Confidentiality & Integrity:** Respects and shows consideration for others. Builds a climate of trust and openness. Deals with information confidentially and with discretion.
- **Technical expertise & knowledge:** Applies a high level of technical expertise and experience to enhance job performance. Maintains and updates own technical knowledge. Is a respected and credible practitioner in own field.

Position Prerequisites

(e.g. Qualifications, experience)

- Minimum of 4 GCSEs including Maths and English
- A minimum Level 3 childcare qualification is essential for this role. 2 years' experience in a childcare setting and in a leadership, position would be an advantage.
- Experience working with children
- Basic knowledge of Paediatric First Aid and Health & Safety
- Good literacy and numeracy skills and preferably qualifications.
- ICT skills at basic level or beyond
- Training in relevant strategies e.g. literacy, sign-language, an added advantage.

Additional Information:

Hours of Work: 8.00am to 6.00pm worked over 4 days per week (part-time considered)

Salary: Competitive depending upon experience

To apply:

Please complete the School/Day Nursery Application form and return to:

Louise Jones – Manager
Pittville Circus Day Nursery
Pittville Circus Road
Cheltenham
GL52 2QA

Email: recruitment@Berkhamsteadnursery.co.uk



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This job description is not necessarily a comprehensive definition of the role and the job holder may be directed to undertake other such tasks or duties, which may be reasonably given to him/her from time to time. It may be subject to modification or amendment at any time after consultation with the post holder.

The Day Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The safeguarding responsibilities of the post include: Being alert to issues of safeguarding children and child protection; promote the welfare and safety of pupils and report any child safety/protection concerns to the DSL immediately, adhering to safeguarding policies, procedures and practices.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."