



Job Opportunity

Post Title:	Deputy Manager
Starting Date:	September 2022
Salary:	£19,150 pa
Status:	Full-time permanent
Hours:	8:00am – 4:00pm Monday to Thursday 8:00am – 1:30pm Fridays during term time
Location:	St. James' Church Centre, Church Lane, Rowledge, Surrey, GU10 4EN.
Line Management:	The Nursery School Manager
Closing date for applications:	End of day, Friday 29 th April 2022

Background Information

Little Fishes Nursery School is owned and operated by St. James' Church, since 1996, as a way of serving the local community and building links between young families and the church.

The small, friendly and well qualified staff team, pride themselves in providing quality care and great educational opportunities for the children.

The Deputy manager role is a full time, permanent position working alongside a second deputy. Line management for the role is provided by the Nursery Manager, who is supported by the Little Fishes Steering Group which currently consists of the Vicar, Churchwarden, Headteacher of the local Church of England Primary School and the Assistant Director of Education at the Diocese of Guildford.

The Nursery's last Ofsted inspection was on 19th May 2019 and can be viewed [here](#). The setting was given a 'Good' rating.

The nursery can accept a maximum number of 26 children, aged from 2-4 years, in the setting during any one session.

The nursery currently operates in the Church centre, from 9am – 3pm Monday to Thursday and 9am to 12:30pm on Fridays.

The nursery shares the space with the church and currently needs to fully pack down weekly and partially pack down a further two times weekly.

Role Description

Core Purpose

The role of the Deputy Manager is to assist the Nursery Manager to provide professional leadership and management of the nursery and to help ensure that all children receive the highest standards of care and education.

In the absence of the Nursery Manager, the Deputy will undertake the necessary duties entailed with the overall day-to-day management of the nursery.

Safeguarding is our highest priority and the Deputy Manager would assist the Nursery Manager in implementing the policies and procedures and act as the Designated Safeguarding Lead in the manager's absence.

Child Focus

- To work alongside the Nursery Manager, to manage the planning, delivery and monitoring of the Early Years Foundation Stage (EYFS) framework.
- To ensure provision of an appropriately high standard of learning, development and care within a play-based curriculum that enables children to make individual progress.
- To keep informative, objective, accurate and up to date records, including children's progress and any behaviour or developmental concerns.
- To ensure provision of a safe, caring and stimulating educational environment (both indoors and outdoors) at all times.
- To oversee the care and education of group of key children and build effective relationships with their families.
- To promote equality of opportunity and an inclusive culture, ensuring knowledge of the individual needs of a child and meeting these through the care provided.

Leadership Focus

- To manage the day-to-day activities of the nursery in the absence of the Nursery Manager, providing proper supervision of all staff, volunteers and visitors.
- To assist in ensuring compliance with all safeguarding legislation and procedures and to promote the welfare and safety of children within the setting at all times and, in the absence of the Nursery Manager, reporting any welfare or child protection concerns immediately.
- Working in partnership with the Nursery Manager in the recruitment and induction procedure of all new staff.
- To support staff by developing positive working relationships, providing mentoring, training and ensuring compliance with all nursery policies and procedures.
- To maintain a good working knowledge of all policies and procedures, assisting the manger in their implementation and review and recording any accidents, incidents or issues in line with procedures.
- To fulfil the role of designated SENCO, leading the SEN provision for children with additional needs, recognising and acting upon children's additional or special educational needs and ensuring staff support these children effectively
- To oversee use of Tapestry online learning journal for staff observations and assessments.
- To support the Nursery Manager in ensuring that the setting is actively engaged in continuous quality improvement working towards an "outstanding" Ofsted rating.
- To work in partnership with the Nursery Manager and the steering group to update and review the self-evaluation and Strategic Development Plan for the setting.
- To contribute to and attend his/her staff appraisal and follow through any personal professional development needs highlighted.
- To undertake regular training as and when appropriate. First aid training and child protection training to be kept up to date within national guidelines specified.
- To oversee the preparation of snacks and supervise lunchtimes showing an awareness of dietary, allergy, cultural and safety issues.



- To participate and contribute to the regular monthly, team meetings and management meetings.
- To perform any other duties as deemed necessary by the Nursery Manager.

Partnership Focus

- To develop partnerships and ensure close liaison with parents/carers to increase their involvement in their child's development and in the wider life of the nursery and church.
- To work with local schools to support children in their transition to Reception classes.
- To liaise and work in partnership with other agencies, both statutory and voluntary, where appropriate.

Faith Focus

- To develop the effective communication of Christian faith in an early-years setting through promotion of creative play, stories, craft, etc.
- To promote the work of the nursery school in the wider community.
- To assist in developing the Christian ethos and vision of the nursery at appropriate opportunities.

This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the nursery. You are also required to be flexible and adaptable with respect to the role.

Person Specification		
Factors	Essential	Desirable
Education and qualifications	Minimum of a recognised level 3 qualification in childcare or pre-school education (as defined by the new EYFS for qualifications and suitable persons)	Qualified Teacher Status (QTS)
	Good general education to GCSE level or equivalent. Level 4 in English and Maths.	Paediatric first aid certificate.
	Permission to work in the UK	Experience coordinating a specific specialist area.
Experience and knowledge	At least 2 years previous experience working in a pre-school setting.	Experience working with volunteers
	Experience of leadership, ideally in an educational setting.	Experience of the requirements to meet special educational needs.
	Knowledge of the Early Years Foundational Stage framework (EYFS), safeguarding and current Ofsted statutory guidance.	Experience using online learning journal software.

	Good knowledge of early child development	
	Knowledge of and proven practical experience of implementing high quality, dynamic learning opportunities.	
Skills and attributes	Empathy and understanding of children under the age of five years.	
	Excellent verbal and communication skills.	
	Calm, caring and nurturing personality.	
	Administrative skills including report writing, clear and accurate record keeping and basic IT skills.	
	Excellent organisational skills	
	Ability to inspire and work effectively as part of a team.	
	Ability to work on one's own initiative.	
Personal qualities	Reliable and trustworthy.	
	Dynamic, enthusiastic and fun.	
	Flexible and willing.	Experience working in a Christian setting.
	Supportive of the aims of the Christian church	A practising Christian, currently part of a church fellowship.

Please visit our website at littlefishesrowledge.org.uk to download the application form. Please return your completed applications by email to our manager, Amber Delves at manager@littlefishesrowledge.org.

We are away for the Easter holidays (11th to 24th April) but look forward to receiving your forms on our return. **Closing date for applications:** End of the day Friday 29th April.

Please call 01252 794617 during Little Fishes' hours for any further information.

NOTES

- This role is subject to receipt of a satisfactory disclosure from an advanced level check by the Disclosure and Barring Service (DBS check).
- This role is exempt from the Rehabilitation of Offenders Act 1974.