

Poppins Nursery - Deputy Manager

Skills and experience

Essential

- 5+ years early years experience
- Good knowledge of child development and children's needs
- Experience of planning and assessing play opportunities to stimulate children's development and learning in line with the EYFS curriculum and Ofsted educational guidelines.
- Track record of classroom and behaviour management skills
- Safeguarding and Child protection experience and training
- Ability to work with manager to develop an outstanding provision
- Ability to deputise for the nursery manager
- Experience in managing, leading and supervising staff
- High level of personal integrity and commitment to developing positive relationships with colleagues and leading staff in a collaborative and supportive manner
- Good communication skills with children, staff and parents.
- Respectful and sympathetic to local community needs
- Willingness to access and learn from supervision and training
- Ability to make decisions within the limits of the role
- Good IT & administration skills
- Good presentation skill and ability to be a positive role model for staff

Desirable

- SENCO and INCO experience
- Knowledge of Hampshire County Council nursery regulations and funding requirements
- Willingness to be involved in whole centre activities

Qualifications and Education

Essential

- NVQ level 4+ in Early Years Education or Childcare– with strong commitment to CPD
- Good numeracy and literacy skills
- Current clear CRB/DBS
- Current first aid certificate
- Food Hygiene certificate
- Experience of supervising and motivating staff

Desirable

- Clean drivers licence
- Skills or vocational qualifications in arts, languages, sport or culture

Working conditions

- Working with children under 5 in a classroom setting
- Working with vulnerable children and children with additional needs, their parents, other members of Carroll Centre staff and external agencies
- Working in partnership with parents & other agencies
- Manual handling of objects up to 5kg weekly
- Working in office setting with relevant IT equipment (training given)

The Carroll Centre – Poppins Nursery Deputy Manager

Work Location:- The Carroll Centre

Address: Stanmore, Winchester, Hampshire SO22 4EJ

Telephone:- 01962 840022

E mail:- jool.heller-dixon.cyc@btconnect.com

Salary:- scale level based on experience

Start date:- September 2018

Contract:- Term Time – Full Time /Part Time (4-5 days per week subject to negotiation)
Daily hours 8.45-4.45 (includes 30 mins unpaid break time)
Plus - attendance at 60 mins staff meeting per month
Nursery and After School Care available for 2-11yrs at staff rate.

Key responsibilities:-

1. To manage the provision in the absence of the nursery manager
2. To supervise and manage staff as directed by the nursery manager
3. To liaise with SENCO/INCO and attend any relevant training and meetings
4. To play a lead role in providing a relaxed and happy environment for the children, by planning and providing a choice of activities suitable to their age and stage of development, support children's development in line with the Early Years Foundation Stage Curriculum (EYFS) and Ofsted Educational Guidelines.
5. To lead and guide the nursery team in delivering high quality activities, promoting positive interaction between children and making timely and appropriate interventions
6. To show a strong commitment to improving outcomes for all children attending the nursery
7. To work along side reception teachers and other preschool providers in training sessions and transition stage periods
8. To take responsibility for maintaining a healthy, safe environment and ensure children feel protected, safe and secure during sessions
9. To ensure that records i.e. a register, safe collection procedures, incidents, accidents and other occurrences are maintained in accordance with Centre, HCC and Ofsted requirements
10. To ensure that children's development is monitored through observations and in partnership with parents, providing activities to support their progress.
11. To supervise the set-up and set-down of the provision each day and to supervise and direct staff
12. To be a positive role model for children and parents / carers & staff
13. Supervise the display of children's work, parents information board and publicity material
14. Be strongly committed to developing personal and team skills and practice and to identify and attend continuous professional development training (CPD) modules as identified at annual appraisals and supervision
15. To follow the centre's policies and procedures and maintain high quality, appropriate practice.
16. To undertake any other duties as directed by the Nursery Manager and Head of Centre

