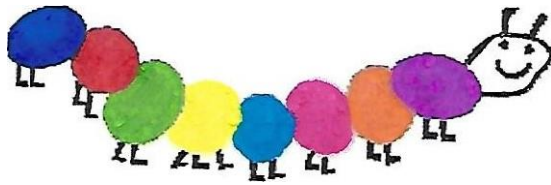


Leechpool Caterpillar Nursery & After-School Club



'A happy place to grow and learn'

Job Description for Deputy Nursery Manager

Reports to: Nursery Manager

Main responsibilities:

To deliver a high standard of learning, development and care for children aged 0-4 years.

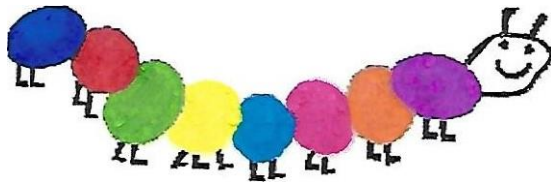
To deputise for the Nursery Manager.

- To supervise and appraise nursery staff as directed.
- To ensure that the preschool nursery is a safe environment for children, staff and others.
- To developing partnerships with parents/carers to increase involvement in their child's development.
- To be responsible for any tasks delegated by the Nursery Manager.

Main activities:

- To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- To deliver an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress and to support other staff in doing so.
- To help ensure the preschool nursery always meets Ofsted requirements.
- To undertake designated officer roles as directed.
- To undertake appraisals and supervisions as directed.
- To work with other professionals in the local area for the benefit of children and families.
- To understand and work to preschool nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies.

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- To plan activities which ensure each child is working towards the early learning goals and support others in doing so.
- To be a key person.
- To ensure records are properly maintained.
- To liaise closely with parents/carers, informing them about the nursery and its curriculum,
- exchanging information about children's progress and encouraging parents' involvement.
- To work in partnership with senior management to update and review the self-evaluation and improvement plan.
- To undertake any other reasonable duties as directed, in accordance with the preschool aims and objective.

The job description outlined above is in addition to the role of a Key Person. The successful person will be expected to carry out all duties and responsibilities as directed by the Nursery Manager.