

Nursery Deputy Manager

Recruitment Pack

Lakefield CofE Primary School

Dear Applicant,

The closing date for completed applications is 18th July 2024. Interviews are scheduled to take place on 22nd July 2024.

To submit your application please email the completed form to finance@lakefield.gloucs.sch.uk before the closing date.

Yours faithfully.

Ian Williams

Headteacher

The Diocese of Gloucester Academies Trust seek to appoint a Nursery Deputy Manager.

Are you a passionate and experienced early years professional looking for your next exciting challenge? Our exceptional nursery, attached to Lakefield Church of England Primary School that is situated in a beautiful part of Gloucester, is seeking an inspiring Deputy nursery manager to join the team starting in September.

Why Join Us?

\* Well-Resourced Environment: Enjoy working in a nursery with excellent facilities and resources.

\* Supportive Leadership: Benefit from the guidance and support of a dedicated senior leadership team, dedicated to fostering an inclusive and nurturing environment.

Role Requirements:

\* Proven experience in a nursery role, with or without management responsibility or a teacher

\* A relevant early years / management qualification at a minimum of level 3 (This must be recognised by the DfE as relevant)

\* Good organisational skills

\* A passion for nurturing, inspiring and developing young minds

\* A commitment to helping children thrive and flourish to get the best start in life

\* A warm and positive approach to all children

\* Committed to CPD

Key Responsibilities:

\* Overseeing the day-to-day running of the nursery

\* Leading and inspiring a team of early years practitioners

\* Ensuring a safe, stimulating, and inclusive environment

\* Building strong relationships with children, parents, staff and relevant outside agencies

\* DDSL for the nursery

The post is offered as a salary of Grade 5 (pts 11-14) £25,979-£27,334 pa pro rata

This is a part-time post for 18 hours a week, term time only plus inset days.

Further details and an application form can be downloaded from the vacancy area of our website www.lakefield.gloucs.sch.uk

If you would like an informal conversation about the role please email finance@lakefield.gloucs.sch.uk

Closing date for applications is **18/07/2024**

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate.

**Job Description**

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|  **School:**  | **LAKEFIELD C of E PRIMARY SCHOOL**  |
| **Job Title:**  | **NURSERY DEPUTY MANAGER (part time)**  |
| **Line Manager:**  | **NURSERY MANAGER**  |
| **Accountable to:**  | **GOVERNORS ADDITIONAL CHILDCARE COMMITTEE**  |
| **Grade:**  | **Grade 5 point 11-14**  |
| **Hours:**  | **18 hours per week (39 weeks per annum, including 5 INSET days)**  |

 **1. JOB PURPOSE**

To share responsibility for the organisation and management of the day-to-day running of the Nursery attached to Lakefield Primary School. The Nursery Deputy Manager is expected to be able to perform any of the duties required of the other staff. In addition, the nursery deputy manager has shared overall responsibility for the safety and welfare of the children, and is jointly responsible for reflecting the ethos of Lakefield School in the nursery.

**2. ADMINISTRATIVE DUTIES**

* To work closely with the school office staff to ensure timely invoicing and efficient financial and administrative systems
* To keep a daily register, and relevant records, including registration and accident book details
* To jointly undertake any additional administrative tasks necessary to ensure the smooth running and good reputation of the setting
* To support your colleagues in understanding and implementing planning, assessment and record-keeping procedures

**3. STAFF DUTIES**

* To work with your colleague manager to ensure that all staff are aware of and operate within the relevant National Standards for pre-school provision, and that evidence of this is maintained and kept up to date.
* To encourage staff to work as part of a team
* To make time available on a daily basis to discuss the day to day running of the group with fellow members of staff, on days worked.
* To jointly chair regular staff meetings and maintain written evidence
* To be responsible for the line management of Nursery Staff and recruitment of staff ( in consultation with the Nursery manager, Headteacher and Governors)
* To ensure a work life balance for yourself and members of staff you have a direct responsibility for
* To ensure that the Headteacher or relevant member of staff is kept fully briefed on issues concerning the nursery, ready for Governors’ committee meetings

To attend relevant training and arrange training for other members of staff

* To keep up to date with the latest ideas in childcare through PATA and other courses and relevant publications
* To attend update training and oversee procedures for First Aid and Child Protection and Hygiene as necessary
* To jointly arrange in-house training sessions as required
* To attend school Inset training as deemed appropriate by the Headteacher

**4. DUTIES TOWARDS THE CHILDREN**

* Safeguarding the children all times
* To jointly ensure that the care of the children meets all National Standards for pre-school provision
* To liaise with the foundation stage/reception teacher in school to ensure a smooth transition from nursery to formal education
* To be familiar with and work to Early Learning Goals within the EYFS curriculum.
* To organise a wide range of stimulating and safe activities throughout the session, including play to promote positive attitudes and equal opportunities
* To challenge sex, class, racial and religious discrimination
* To ensure that children are always supervised, indoors and outdoors, ensuring a correct adult to child ratio
* To be aware of the differing needs of a wide range of children and be able to meet those needs; to liaise as appropriate with the school SENDCo and outside agencies
* To act as a named Deputy Designated Safeguarding Lead (DDSL) for the Nursery setting reporting to the School Designated Safeguarding Lead.
* To observe children and use those observations to inform planning
* To ensure that unacceptable behaviour is dealt with in accordance with the rules and procedures of the setting
* To encourage positive behaviour in children

**5. OTHER DUTIES**

* To arrive in time to set up the day’s activities before opening and to stay to clear up after the session on days worked.
* Management of staff as required
* Arranging marketing and publicity materials
* Creation of management reports, and maintaining staff and child records
* Creation of and implementation of strategic plans
* To ensure that equipment and premises are kept in good order and regular risk assessments are carried out
* To ensure that visitors are welcomed and students in the group supported
* To communicate with parents and carers in a positive manner and encourage parental involvement in the sessions, administering parent rotas and encouraging parental fund raising opportunities
* To jointly prepare for and be an active participant in statutory inspections and prepare for the inspections in line with statutory, local, Trust or school guidance or requirements
* To work with the school in promoting the good name and educational opportunities of Lakefield C of E School.

**6. QUALIFICATIONS**

* To work with the school in promoting the good name and educational opportunities of Lakefield C of E School.
* GNVQ Level 3 plus a minimum of 2 year’s experience working with early years children. The qualifications must be recognised by the DfE for Early Years. A pass at GCSE C grade or equivalent in English and Mathematics as a minimum.

**7. SUPERVISORY RESPONSIBILITY (FOR OTHER STAFF)**

* Other nursery staff

**8. SUPERVISION RECEIVED**

* Nursery manager, Headteacher and Early Years Foundation Stage Lead or other members of the school’s SLT, as designated by the Headteacher.

**9. PRINCIPAL CONTACTS**

* Nursery pupils and their parents/guardians, nursery staff and Reception Class Teacher.

**Other**

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post’s banding and whenever reasonably instructed.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

 **Person Specification**

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|  Requirements  | Essential  | Desirable  |
| Qualifications Educational/professional  | Minimum Level Three or above childcare qualification that is recognised by the Department of Education. GCSE/O Level (Grade C or equivalent) English and Mathematics  | Qualified Teacher Status Basic Food Hygiene Certificate Paediatric First Aid  |
| Work experience  | Good understanding of the EYFS and Ofsted requirements Good understanding of issues relating to safeguarding (KCSIE/Safeguarding children) and promoting the welfare of children Knowledge of key Health & Safety considerations of the role  | At least two years’ experience in a childcare setting Experience of working in partnership with parents and other agencies Worked in a school setting either as a Teacher or as part of a nursery team  |
| Skills  | Ability to deliver a high standard of care to the children Drive and enthusiasm to lead and inspire a team to deliver outstanding nursery childcare Good organisational and time management skills Ability to work on own initiative Computer literate with good report writing skills Capability to write, implement and monitor all policies, procedures and reports for the nursery in consultation with the Headteacher, SLT and Governors (as required)  | Management of all financial aspects, including budgeting, funding, grant applications and fundraising  |
| Knowledge  | Ability to work with parents/carers and encourage their involvement valuing the differences in family units Knowledge of EYFS and Ofsted regulations and inspection criteria Commitment to equal opportunities Understanding the needs of diverse communities Understand the importance of confidentiality  | Experience of managing challenging behaviour Knowledge of managing a nursery setting including administration Child protection conferences, plans and procedures  |

**Background Information**

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are currently twenty-one primary and one infant school within the Trust. Twenty-one of the schools have Church of England schools designation.

The Trust is happy to work with schools that are exploring academy conversion and intends to continue to welcome more schools to our family.

***Our vision is to enable all to flourish.***

Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.

**Our aims are to be:**

* Authentically Christian
* Boldly passionate about excellence in learning
* Relentlessly driven in our aspiration for everyone

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**Our core principles:**

* We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish
* Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity
* We act with integrity; we are open to challenge and we are reflective about our practice
* We treat everyone with dignity and respect
* Through collaboration, in a nurturing community, we grow, learn and achieve

***School is Trust and Trust is School***

In order to support the Trust’s academies, DGAT provides the following support:

* School Improvement
* Christian Character
* HR and Legal
* Finance and Business
* Premises and Insurance
* Compliance and GDPR