

# Winterborne Stickland Nursery School

c/o Rose Tree Cottage, Winterborne Stickland, Blandford DT11 0NW

Tel: 07714 364750

Email: [hello@winterbornesticklandnursery.co.uk](mailto:hello@winterbornesticklandnursery.co.uk)



**Job Title:** Deputy Nursery School Manager

**Reports to:** Nursery School Manager

**Responsible for:** All Staff

## **Purpose of the Role**

To support the Nursery School Manager in the day-to-day running of the nursery school, ensuring the delivery of high-quality care and education in line with the Early Years Foundation Stage (EYFS) framework. The Deputy Manager will lead and inspire the team, take on key responsibilities in the absence of the Manager, and promote an environment where children can thrive.

## **Safeguarding requirement**

Winterborne Stickland Nursery School is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

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## Key Responsibilities

### 1. Leadership and Management

- Assist the Nursery School Manager in leading the team, including supervising, mentoring, and appraising staff.
- Oversee senior practitioners and practitioners to ensure high standards of practice, and ensure that staff are properly deployed.
- Act as the designated person in charge when the Manager is absent, ensuring smooth operations.
- Support recruitment, onboarding, and ongoing training for staff.
- To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
- To actively participate in team meetings, supervision meetings, and appraisal meetings.

### 2. Curriculum and Teaching

- Collaborate with the Manager to develop and implement an engaging curriculum aligned with the EYFS framework.
- Monitor planning, observations, and assessments to ensure children's learning and development are well-supported.
- Promote inclusive practices that cater to the needs of all children, including those with additional needs.
- To act as a key person to a small group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child's needs are recognised and met.
- To assist the Manager in effectively supervising staff on a daily basis; to assist

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in monitoring of the quality of teaching and to identify in-service training needs.

### 3. Safeguarding and Welfare

- Act as a Designated Safeguarding Lead (DSL) or support the DSL in safeguarding responsibilities.
- Ensure staff understand and follow safeguarding policies and procedures.
- Monitor the safety and security of the environment, addressing any risks or concerns promptly.
- To assist the Manager in ensuring that children attending the setting receive a balanced and healthy diet.
- To support meal times within the setting.

### 4. Parental Engagement and Community Liaison

- Build positive relationships with parents and carers, ensuring open and effective communication about their child's progress.
- Lead parent meetings, workshops, and events to strengthen partnerships.
- Represent the Nursery School in community initiatives, fostering external relationships.

### 5. Operational and Administrative Duties

- Support with budget planning, resource management, and procurement.
- Maintain accurate records, including staff schedules, children's developmental records, and compliance documentation.
- Contribute to inspections and audits, ensuring compliance with Ofsted and other regulatory requirements.
- To undertake any other reasonable duties as directed by the Nursery School

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Manager or Board of Trustees in accordance with the setting's business plan/objectives.

## 6. Continuous Improvement

- Work with the Manager to implement improvement plans based on self-evaluations and feedback.
- Stay up-to-date with developments in early years education, sharing best practices with the team.
- To attend any conferences, training events or meetings, as identified by the Nursery School Manager or Board of Trustees and to keep up-to-date with current good practice.

## Person Specification

### Essential Qualifications and Experience

- Level 3 or higher qualification in Early Years Education (e.g., NVQ, CACHE, or equivalent).
- Significant experience in an early years setting, including leadership or supervisory roles.
- Strong understanding of the EYFS framework, safeguarding, and child development principles.
- Full Paediatric First Aid Certificate

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## Skills and Competencies

- Leadership and team management skills.
- Excellent communication and interpersonal abilities.
- Strong organisational and problem-solving skills.
- Ability to observe, assess, and plan effectively for children's development.
- Good understanding of play based approaches to learning and development.
- Commitment to promote equality and diversity within the setting.
- Ability to work with parents and families to encourage involvement.
- Understanding of the Prevent Duty in the Counter-Terrorism Act 2015, as it relates to early years settings.

## Desirable Attributes

- Experience as a Designated Safeguarding Lead (DSL) or willingness to undertake DSL training.
- Commitment to continuous professional development.
- Creativity and a passion for early childhood education.

## Additional Information

- This role requires an enhanced Disclosure and Barring Service (DBS) check.
- Flexibility to attend training outside of contracted working hours

**This role profile outlines the responsibilities and expectations of the Deputy Pre-School Manager. The role may evolve as the needs of the organization change.**