



Job title:	Nursery Deputy Manager
Location:	Coram's Fields Nursery, 93 Guilford Street, London, WC1N 1DN
Salary:	£32,000 per annum
Benefits:	Defined contribution pension scheme, tax free childcare scheme, cycle to work scheme, employee assistance programme (EAP), season ticket travel loan.
Annual Leave:	26 days p/a (plus bank holidays)
Reporting to:	Alketa Malaj
Direct Reports:	Nursery Team
Contract type:	Permanent - full-time
Hours:	37.5 hours per week from Monday to Friday.

Role Summary:

As the deputy manager, you will assist the nursery manager on the day-to-day running of Coram's Fields Nursery. You will actively promote and implement the nursery's vision, with a clear focus on children's achievement. In the absence of the manager, you will undertake the overall day-to-day management of the nursery and act as a designated safeguarding lead for the nursery. You will support the nursery manager in coordinating provision for all children and ensure the team's approach is effective and aligned with best practices.

Main Responsibilities:

- 1** To work with all Nursery staff to support the planning and implementation (in line with the EYFS curriculum) of a full range of opportunities for children that promote their personal, social, educational, and emotional development.
- 2** Provide a welcoming and aesthetically pleasing environment which fully reflects, values, and respects the ethnic, cultural, linguistic, and religious backgrounds of the children and families attending the setting or living within the local community.
- 3** Take responsibility for the planning and preparation of the classrooms and outside areas, using observation of children and evaluation of the provision to ensure all play areas fully enhance children's learning and interests and are effectively risk assessed daily.
- 4** Ensure that each child has access to a broad, balanced, relevant, and differentiated curriculum and individual learning journals are kept up to date.

- 5 To develop and maintain strong partnerships and communication with parents/carers to facilitate day to day caring and the identification of early learning needs.
- 6 Work in partnership with local schools and settings to share good quality information and ensure children experience smooth transitions.
- 7 Maintain high professional standards to ensure children's individual needs, dietary needs, and personal care is always met and information is shared fully with the relevant people.
- 8 To work as part of the Nursery Senior Leadership Team, developing and implementing a range of methods that promote a culture of high performance among staff – nurturing creativity and promoting initiative and accountability.
- 9 To work closely with colleagues and the wider team to ensure the ethos and values of Coram's Fields are always upheld.
- 10 To guide and support nursery assistants, students, and volunteers.
- 11 To be professional and a good role model to the children and other staff members, always.

Other Responsibilities:

1. To attend regular supervision and appraisal meetings.
2. To attend training as and when required – as per the requirements of the role.
3. To undertake such general duties as may be necessary from time to time to ensure the smooth running of the Nursery.

Person Specification

	Essential	Desirable	Evidence
Qualifications	NVQ Level 3 or equivalent in Early Years and Childcare GCSE English & Math, Grade A-C Minimum Level 2 Safeguarding Training.	Recent Paediatric First Aid. Advanced Safeguarding Training.	Application form

Experience	Significant childcare experience Experience of planning a diverse programme of activities for children in line with the EYFS curriculum	Experience of working with children with Special Educational Needs (SEN) Experience of working in partnership with parents, achieving and maintaining excellent working relationships.	Application form Interview References
Skills	Intuitive in your ability to identify the needs of the young people and creative in your responses to these needs Ability to work as part of a team and independently Able to observe, assess and track children's learning and development Strong organisational skills. Excellent customer service and conflict resolution skills		Application form Interview References Probation
Knowledge & Attributes	Knowledge of working documents relevant to Early Years such as EYFS, SEN, Safeguarding, and Childcare Act 2006 Excellent knowledge of the EYFS curriculum. Demonstrable understanding of the role of parents/carers and the wider family network in the development of the child. Commitment to equal opportunities and continual improvement. Enthusiastic and friendly.	Knowledge of EYFS Child protection/ Safeguarding	Application form Interview