



Job Description

Job title: **Deputy Manager**

Accountable to: **Manager**

Hours of duty: **37.5 hours per week**

Perform his/her duties in line with Zoom's ethos, philosophy and vision, as well as the Policies and Procedures, including inclusion, Health and Safety at work and safeguarding children.

Main Duties

- ▶ To support the manager on a day to day basis in running the nursery.
- ▶ To ensure the smooth running of the nursery in the manager's absence.
- ▶ To mentor and support the team in their role and with their NVQ work, if necessary
- ▶ Show potential parents around, deal with calls and queries from potential parents.
- ▶ Liaise with outside agencies, e.g. Local authority, Area SENCO, etc
- ▶ To manage the budgets, ordering, petty cash, etc.
- ▶ To take the lead on or support the manager with managing the numbers and moving children to different rooms when necessary
- ▶ Support and mentor third in charge. Maybe coach the third in charge.
- ▶ Support the lead practitioners as they do supervisions with their team. Support the Manager by observing appraisals and leading them if agreed in advance.
- ▶ Organise special events and off site visits, e.g. seaside trip.
- ▶ Role modelling good practice within the rooms, leading some weekly planning surgeries, giving feedback to the team on their room; positive and areas for improvement.
- ▶ Organise and distribute weekly shifts and authorise annual leave as necessary.
- ▶ Participating in Training Week; delivering sessions or part of sessions as appropriate.
- ▶ Give ideas to improve the company.
- ▶ To take on extra areas of responsibility, e.g. health and safety, SENCO, BECO, lead person for safeguarding, etc.
- ▶ To ensure that all equipment and toys are appropriate for their purpose, well maintained and meet safety standards.
- ▶ To promote the safety and good health of children via the team, by ensuring risk assessments are carried out regularly and actions are taken to reduce accidents and the spread of infection, if a child is ill.
- ▶ To have an input into providing healthy menus.
- ▶ To ensure that appropriate information relating to children is shared with their parents/carers. To work in partnership with parents or carers; communicating and keeping them up to date with what is going on.
- ▶ To comply with the safeguarding procedures and support other team members to comply.
- ▶ To communicate effectively with team/parents or carers/children and outside agencies when necessary.
- ▶ To lead, with some rooms, the weekly planning surgeries. Supporting team and setting targets.

Expectations

- ▶ To undertake other duties and responsibilities determined by the Manager, in consultation with yourself.
- ▶ To participate in any training, as the participant or the trainer, in relation to the duties of your post. This includes monthly team meetings, Parent evenings, etc.
- ▶ To provide cover in the rooms, or at other sites in the absence of Management team.