



WESTCHESTER HOUSE  
NURSERY SCHOOLS

## JOB PROFILE

### POSITION: DEPUTY MANAGER

#### JOB OVERVIEW

##### What is the purpose of the job?

The role of the Deputy Manager is to assist the Nursery Manager to provide professional leadership and management of the nursery and to help ensure that all children receive the highest standards of care and education.

In the absence of the Nursery Manager, the Deputy will undertake the overall day-to-day management of the nursery.

##### What do you have to achieve?

- High standards of care and education.
- Compliance with regulatory requirements.
- Staff who feel supported in their roles.
- Targets for revenue and costs.

##### Reports to: Nursery Manager

KEY TASKS	CHILDCARE AND EDUCATION
	<ul style="list-style-type: none"><li>• Promote high standards of quality within the nursery in respect of the environment, resources and experiences offered to children.</li><li>• Ensure that all children attending the nursery receive rich and stimulating experiences appropriate to their age and stage of development.</li><li>• Ensure that practice and provision in the nursery meets the requirements of the Early Years Foundation Stage.</li><li>• Ensure that children are kept safe and that staff understand and, when necessary, follow Safeguarding Procedures.</li><li>• Promote and facilitate partnerships with parents/carers and other family members.</li><li>• Support the development of good practice with regards to special needs and inclusion.</li><li>• Support pre-school staff in delivering the Foundation Stage; ensure that provision in the nursery meets the requirements of the local EYDCP in relation to nursery education grant funding for three and four-year-olds.</li><li>• Establish, develop and maintain highly professional working relationships with relevant Local Authority Departments, regulatory bodies and other agencies.</li><li>• Create and maintain a culture of self evaluation and reflective practise throughout the nursery.</li></ul>
	HEALTH AND SAFETY
	<ul style="list-style-type: none"><li>• Support the Nursery Manager in the day-to-day operation in order to ensure the health and safety of the children, their parents, carers, the team and any visitors to the nursery.</li><li>• Adhere to all health and safety policy and procedures.</li><li>• Be fully aware of all emergency and security procedures.</li><li>• Be responsible for ensuring the nursery remains compliant in respect of suitably trained staff with relevant first aid qualifications.</li></ul>

The duties and responsibilities in this job description are not exhaustive or restrictive, changes and other duties relevant to this post may be added. This job description may be reviewed in the future.

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KEY TASKS	FINANCE
	<ul style="list-style-type: none"><li>• Assist the Nursery Manager in managing staff costs, petty cash and other budgets and maintaining petty cash systems.</li><li>• Assist the Nursery Manager with the collection, recording and banking of fees.</li></ul>
	OPERATIONAL
	<ul style="list-style-type: none"><li>• Assist the Nursery Manager with the effective day-to-day management of the nursery.</li><li>• Assist the Nursery Manager with all day-to-day paperwork within the nursery.</li><li>• Support the Nursery Manager and staff during inspections by regulatory bodies and assist in the implementation of any recommendations.</li><li>• Assist the Nursery Manager in delivering agreed occupancy targets.</li></ul>
	STAFF
	<ul style="list-style-type: none"><li>• Assist the Nursery Manager in the recruitment and induction procedure of all new staff.</li><li>• Support, supervise, train and appraise all staff to ensure delivery of high quality childcare practice.</li><li>• Support the Nursery Manager to identify training needs; develop training plans and evaluate training undertaken by staff.</li><li>• Work in conjunction with Human Resources in disciplinary and grievance investigations and hearings.</li><li>• Develop open and positive working relationships with staff.</li></ul>
MARKETING & CUSTOMER CARE	
<ul style="list-style-type: none"><li>• Proactively represent the Company and advance its interests in the local community.</li><li>• Promote the nursery to current parents and potential customers.</li><li>• Ensure that all staff develop and maintain friendly and professional relationships with parents and carers.</li><li>• Assist the Nursery Manager in ensuring that all complaints and concerns are actively resolved in a timely manner and that these are reported to the Regional Manager.</li></ul>	
GENERAL	
<ul style="list-style-type: none"><li>• Assist the Nursery Manager with administrative duties associated with the management of the nursery, such as maintaining records on children and families, ordering equipment, maintaining inventories and keeping personnel records.</li><li>• Adhere to all Company policies and procedures.</li><li>• Ensure that the Company's policies on diversity and equal opportunities are adhered to.</li><li>• Undertake any other duties as reasonably requested by line management.</li><li>• Maintain effective methods of communication with children, staff, parents and carers. Attend meetings as and when required.</li></ul>	

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