



The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Description: Battle Abbey Nursery Assistant Deputy Manager

Responsible to:

The Nursery Practitioner is responsible to the Nursery manager and Deputy Manager.

Line Management Responsibilities:

- Supervising Assistants and Students and carrying out supervisory meetings where appropriate under the guidance of the Manager and Deputy Manager.
- Being responsible for a staff team in a designated area of the nursery and directing the planning of activities and keeping of developmental records and observations in a designated area of the nursery; the designated area is flexible in accordance to the area of nursery being worked in.
- Liaising with the Manager and Deputy in organizing relevant staff, effective mentoring of junior staff, effective delegation and communication and promoting positive attitudes regarding the nursery.
- Supervision and effective mentoring of Nursery Assistants and Students.

Main Duties and Responsibilities:

- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.
- Working in partnership with and supporting the Manager and Deputy to ensure the daily running and administration of the nursery, adhering to the Policies & Procedures of the nursery and compliance with the Children Act, Health and Safety legislation and within the guidelines of Ofsted and the National Standards. Ensuring confidentiality is maintained in the nursery.
- Having key holder responsibility.
- Acting as the named person with overall decision making and responsibility for the Nursery in the absence of the Manager and Deputy Manager.
- Undertaking DSL training and Covering DSL responsibilities in the absence of the Manager and Deputy Manager.
- Acting as a Named Coordinator relevant to their skills or training as designated by the Nursery Manager.
- Attending regular meetings with the Manager and participating in staff meetings.
- Keeping up to date with news, changes and new ways of working within the EYFS, to be open to new ideas and support change management when required.
- Providing an excellent role model and assisting with staff inductions and helping new staff to fit into the nursery.
- Providing feedback to the Manager on issues relating to the nursery day.
- Addressing staff and parent queries.

- Ensuring that medication administration follows the written parental instructions.
- Keeping and monitoring accident, incident and risk assessment records.
- Overseeing allocation of key children and settling in visits with new families.
- Allocating PPA time amongst their team, supporting other staff with Tapestry, moderation of EYFS assessments and ensuring data is complete and ready for data analysis at the end of each term.
- Offering all children equal opportunities with regard to their religious persuasion, racial origins, gender, disabilities, cultural or linguistic background; in particular, challenge situations where racism or discrimination is displayed.
- Assisting the Manager and Deputy Manager, participating in arranging regular parents' evenings, publicity, open weekends and children's outings and ensuring effective marketing.
- Promoting Battle Abbey Nursery, Battle Abbey Prep School and Battle Abbey School at all times.
- Any other duties appropriate to the post as directed by the Nursery Manager and Deputy Manager.
- You may also be required to undertake such other comparable duties as the Head requires from time to time.

Person Specification			
	Essential These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications:	<i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i> <ul style="list-style-type: none"> ○ A relevant Level 3 qualification. 	<i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i> <ul style="list-style-type: none"> ○ SENCO training. ○ Paediatric First Aid. 	Production of the Applicant's certificates
	<i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i> <ul style="list-style-type: none"> ○ At least 1 year's successful experience of being a room leader/third in charge. ○ Relevant Early Years courses. 	<i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role.</i> <ul style="list-style-type: none"> ○ At least 1 year's successful experience of being a room leader/third in charge. ○ Relevant Early Years courses. 	Contents of the Application Form Interview Professional references

Experience:	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> ○ See Job Description. 	<p><i>The skills that would enable the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> ○ See Job Description. 	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>
Skills:	<p><i>The knowledge required by the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> ○ A working knowledge of the Early Years Foundation Stage and Every Child Matters. 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> ○ A working knowledge of the Early Years Foundation Stage and Every Child Matters. 	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>
Knowledge:	<p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> ○ motivation to work with children and young people. ○ ability to form and maintain appropriate relationships and personal boundaries with children and young people. ○ emotional resilience in working with challenging behaviours. ○ positive attitude to use of authority and maintaining discipline. ○ loyalty to the team and the organisation. 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> ○ motivation to work with children and young people. ○ ability to form and maintain appropriate relationships and personal boundaries with children and young people. ○ emotional resilience in working with challenging behaviours. ○ positive attitude to use of authority and maintaining discipline. ○ loyalty to the team and the organisation. 	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>

<p>Personal competencies and qualities:</p>	<p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> ○ Motivation to work with children and young people. ○ Ability to form and maintain appropriate relationships and personal boundaries with children and young people. ○ Emotional resilience in working with challenging behaviours. ○ Positive attitude to use of authority and maintaining discipline. ○ Loyalty to the team and the organisation. 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> ○ Motivation to work with children and young people. ○ Ability to form and maintain appropriate relationships and personal boundaries with children and young people. ○ Emotional resilience in working with challenging behaviours. ○ Positive attitude to use of authority and maintaining discipline. ○ Loyalty to the team and the organisation. 	<p>Contents of the Application Form</p> <p>Practical and formal Interview</p> <p>Professional references</p>
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