



**Heathcote
House
Nursery**

NURSERY DEPUTY MANAGER - MATERNITY LEAVE

Candidate Pack



Nursery Deputy Manager

A bit about us

We are a friendly, homely nursery setting with a love for the outdoors, in large grounds in the centre of Devizes. We cater for children 0-school age across 4 indoor play spaces and huge outside spaces, including an allotment, wooded area and dedicated, safe enclosed play spaces for our youngest children. We believe in the power of play, the magic of imagination, and the importance of early years education.

Our website is: www.heathcotehousenursery.co.uk

Heathcote House is part of the Wishford Education group (<https://wishford.co.uk/our-nurseries/>). Wishford ensure that each site maintains its independence whilst also offering group wide support and collaboration.

Contact Details

If you need any adjustments for the application or interview process please contact HR@wishford.co.uk

Important Information

Heathcote House Nursery and Preschool is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All applicants will be subject to a Disclosure and Barring Service check before appointment is confirmed.

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.

Find out more and apply

Are you passionate about nurturing young minds, and creating a magical learning environment? We're looking for an inspirational and passionate Early Years professional to lead and support an incredible team of nursery staff and children, someone who will feel excited about working with us to realise our ambitious plans for our growing nursery. If you think this could be you, we have a fantastic package for you, and a warm welcome awaits!

Hours, Salary & Benefits

Hours of work: 40 hours, 51 weeks a year.
Contract type: Maternity Leave Cover. Fixed term contract up to 12 months. Role to start March 26

Salary: £30,000 - £33,000 pa based on qualifications and experience.

Benefits:

- 5% employer pension
- Cycle to work and shopping discounts
- 50% fee discount for the sessions your child attends on the days you work in the nursery
- Access to the group's counselling scheme
- 3 x days of paid CPD / training per year
- 20 days holiday per year, rising by one day a year to a maximum of 25, for every year of employment
- Paid bank holidays off plus Christmas closure
- Access to fully funded apprenticeships, up to L5
- Extra day off for birthday
- Staff uniform provided

All applications need to be made using Wishford's Application Form, which can be found on their [careers page](#) or contact HR@wishford.co.uk directly for a form.



Nursery Deputy Manager

Job Description

Heathcote House Nursery are looking to appoint an enthusiastic and ambitious Deputy Nursery Manager (on a maternity leave contract) with extensive knowledge of the EYFS Framework to lead our Nursery staff in implementing our engaging curriculum. You will also cover the Nursery Manager role in their absence. We are inviting applications from candidates who are at least Level 3 qualified and have had some leadership experience within a nursery setting.

Responsibilities

Support the Nursery Manager:

- Be the right-hand support for our Nursery Manager, helping to ensure the smooth running of the nursery
- Be responsible for planning and logistics, including the pattern of the day routine
- Create and maintain a welcoming and inclusive environment where everyone plays as a team and can achieve their full potential
- Be the marketing point of contact, responsible for photo permissions, weekly newsletters and photo uploads
- Support with staff rotas and rooming
- Cover lunchtimes where needed
- Have oversight over allergens and medications

Lead by Example:

- Lead by example, modelling outstanding care and education
- Be a role model for exceptionally high standards, never cutting corners, thriving on feedback, and leading excellence

Implement our Inspiring Curriculum:

- Plan and implement exciting activities that promote learning through play
- Enhance our curriculum by keeping up to date with the latest early years education research and best practices
- Contribute to the development of the physical environment in the nursery, including the planning for equipment and resources
- Be the curriculum & care lead for U3's

Relationships with Parents:

- Ensure effective monitoring and tracking of children's learning, and effective reporting to parents
- Play a key role in welcoming families to Heathcote House Nursery, from conducting parent tours to assisting with open events and running 'stay and play' sessions
- Contribute to the nursery newsletter, submitting highlights of the week in nursery together with any relevant notices for parents

Compliance and Safety

- Support the Nursery Manager in managing sufficient ratios and rotas, and organising cover when required
- Ensure that our high standards of cleanliness are maintained throughout the day
- Be an active role in managing Safeguarding within the nursery, potentially taking on the role of Designated Deputy Safeguarding Lead. Supporting with referrals, accidents & incidents
- Ensure the Nursery meets all statutory requirements and maintains high standards of care and education as set by Ofsted.
- Support with daily risk assessments, health and safety, EYFS statutory requirements and the overall quality of education
- Assist with maintaining and critically assessing all policies, procedures and practice

Working with the Team

- Assist in leading the nursery staff team, ensuring the happiness, wellbeing and professional development of all
- Take a lead role in training and mentoring apprentices
- Provide ongoing training and support to nursery staff to ensure high-quality teaching practices, (noodle now, first aid)
- Liaise with the nursery's SENCO regarding any children with specific needs
- Supporting the nursery staff team with observations and assessments to ensure individual learning needs are met
- Respect and value all team members, children and parents, encouraging a positive working environment
- Promote professional development by providing regular feedback, guidance and learning opportunities
- Assist in personnel and staffing procedures and issues, including carrying out interviews for new staff, return to work interviews, one-to-one meetings, disciplinaries etc

Skills and Qualifications

- NNEB, BTEC Nat Dip, CACHE Dip in Childcare, or NVQ Level 3, or equivalent (essential)
- 2 years experience in a leadership role within nurseries
- A confident and sensitive communicator with both adults and children
- A focus on delivering high-quality childcare and early education
- An ability and interest in teaching outdoors (gardening, wildlife, adventure) is beneficial
- A positive, hard-working, can-do attitude