



Heathcote House Nursery

# NURSERY DEPUTY MANAGER

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 are just about to embark on our journey to achieving the Curiosity approach accreditation.

Our website is:

[www.heathcotehousenursery.co.uk](http://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:

Please contact Stephanie Davies on 01380 725080 or email: [enquiries@heathcotehousenursery.co.uk](mailto:enquiries@heathcotehousenursery.co.uk).

If you need any adjustments for the application or interview process please contact [Molly.Rees@wishford.co.uk](mailto:Molly.Rees@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:

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: Permanent

Salary: £28,000 - £32,000 based on qualifications and experience.

Benefits:

- 5% employer pension
- Cycle to work
- Staff discount of 25% in nurseries
- 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
- 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](#).

## Closing date:

12pm Friday 19th July 24

## Interview date:

Week commencing 22nd Jul 2024

## Commencement date:

September 24

# Nursery Deputy Manager

## Job Description:

Heathcote House Nursery are looking to appoint an energetic, enthusiastic and ambitious Deputy Nursery Manager to join the Nursery Team. We're looking for someone to work with Room Leaders, support the Nursery Manager in day to day responsibilities but 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:

- Create and maintain a welcoming and inclusive environment where everyone plays as a team and can achieve their full potential;
- Lead by example modelling outstanding care and education;
- Be responsible for planning and logistics, including the pattern of the day routine;
- Contribute to the development of the physical environment in nursery, including the planning for equipment and resources;
- Liaise with the nurseries' SENCO regarding any children with specific needs;
- 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;
- Be a role model for exceptionally high standards, never cutting corners, thriving on feedback, and leading excellence.

## Skills and Qualifications:

- NNEB, BTEC Nat Dip, CACHE Dip in Childcare, or NVQ Level 3 (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

## Compliance and Safety:

- Be responsible for setting and managing sufficient ratios and rotas; organise 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 – appropriate training to be given.
- Ensure all aspects of Nursery provision are compliant with EYFS statutory requirements as an absolute minimum, contribute to the preparation of inspection-related materials;
- Be responsible for daily risk assessments, health and safety, EYFS statutory requirements and the overall quality of education;
- Regularly review and update the nursery risk assessments, ensuring the nursery is a minimal risk environment and that all team members are well-versed in our specified control measures;
- 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;
- 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;
- Build and maintain excellent relationships with parents;
- 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;
- Keep accurate records for invoicing and funding, which will then be handled for you by a dedicated Finance Team.