

Deputy Nursery Manager

Job Type: Full time, Permanent

Hours of Work: Monday to Friday, rotating shift patterns

Salary: £16K-£22K dependent on experience

Springwood Nursery, a 72-place children's nursery and out of school care club in Penketh have an exciting opportunity for an outstanding and dynamic Deputy Manager to join the team and support the current manager in leading the nursery to the next level.

This role will suit an individual with a passion for working with children, who is a positive forward-thinker with a can-do attitude and a real desire to achieve outstanding outcomes.

The successful candidate will have:

- Minimum of Level 3 qualification in Childcare, ideally with Early Years Professional/Teacher status with a sound knowledge of the EYFS
- Previous supervisory experience within a nursery/childcare setting
- Excellent customer service skills
- Ability to provide professional leadership

The successful applicant will be subject to DBS clearance, reference and certificate checks prior to appointment.

A competitive salary of £16K-£22K is on offer.

Currently, the Nursery is rated 'Good' by Ofsted and the new Deputy Manager will help the setting to achieve "Outstanding' status.

Duties and Responsibilities:

- To be responsible for the Nursery in the absence of the Nursery Manager
- To be responsible for the day-to-day operation of the Nursery
- To work with the Nursery Manager and Proprietor to ensure a high standard of physical, emotional, social and intellectual education and care for children attending the nursery
- To ensure that all legislation in relation to Ofsted registration, special needs, safeguarding children and Health & Safety are complied with and that company policies and procedures are adhered to
- To ensure equal access to services regardless of ethnicity, gender culture, disability or lifestyle in accordance with the Children's Center equal opportunities policies
- To ensure that the Nursery operates within agreed aims, objectives, policies and procedures
- To maintain a high level of record keeping for all areas of the nursery
- To ensure confidentiality is maintained in the nursery
- To have active key-holder responsibility
- To act as the Behaviour Management Officer for the setting
- To act as the planning coordinator for the setting, reviewing planning procedures and ensuring planning is completed on a weekly basis

Experience and Skills:

- Exceptional organisational skills with the ability to work to targets and deadlines
- Significant and recent experience of working with children aged 0 to 5 years
- Outstanding implementation of the Ofsted standards
- Excellent communication skills with the ability to convey orally and in writing
- Good financial administration and IT skills
- High level of motivation and enthusiasm
- Ideally hold First Aid and Food Safety Certificates

How to Apply:

To register your interest in this role, and to receive a supplementary Application Pack, please email your CV to **applications@warringtonandco.com** in the first instance