

Job Description

Deputy Nursery Manager

Job Description: Deputy Nursery Manager

Status and Hours: Permanent and Full Time (52 weeks)

Responsible to: Deputy Head of Junior School and Nursery (DHoJS)

Purpose of job

Play a key role in creating a safe, caring and stimulating Nursery environment that promotes curiosity and learning. Assist management, be part of the Junior Leadership Team (JLT) and deputise for the Depute Head of Junior School and Nursery (DHoJS). Supervise a team of Nursery staff (Senior Practitioners and Early Years Practitioners) whilst engaging fully in the life of the Nursery, Junior and Senior School. Ensure high levels of physical, emotional, social and intellectual care and the development of children within the Hamilton College Nursery.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation.

Ethos

To be wholly committed to Hamilton College's values and ethos setting high expectations and promoting an excellent quality of learning and teaching throughout the Nursery and Junior School.

Main Duties

Duties and Responsibilities:

- Ensure the Nursery's Vision, Values and Aims are upheld and promoted.
- Create a safe, caring and stimulating environment that promotes effective learning in line with the Care Inspectorate and National Policies and Practice.
- Supervise the day-to-day running of Nursery.
- Supervising planning to make sure all children's needs are met.
- Provide and promote effective teaching within the Nursery.
- Ensure that individual care and learning plans are maintained to a high standard.
- Maintain an up to date, accurate record of each child's progress, attainment and development.
- Line Manage Nursery staff including timetable provision, rotas, PRD's and staffing requirements.
- Ensure accurate records and registers are kept up to date in line with legislation.

- Collaborate with Depute Head of Junior School & Nursery (DHoJS) to create and ensure implementation of Nursery Improvement Plan and Standards and Quality reports.
- Liaise with Junior 1 staff to ensure Early Level curriculum and progression is tracked robustly.
- Attend JS staff meetings as required by Head of Junior School and Nursery (HoJS).
- Manage partnerships with parents and carers, giving the highest standard of customer service including regular progress reports.
- Liaise with DHoJS for transition process of children into Junior School.
- Liaise with DHoJS for transition and marketing process of Nursery parents into Junior School.
- Work collegiately with Junior and Senior School colleagues to ensure children's needs are met.
- Liaise with DHoJS for the organisation of special events within the Junior School and Nursery.
- To make effective use of the accommodation, resources and facilities within the Nursery and School.
- Plan and oversee the administration of the Nursery.
- Manage the key worker system and be responsible for implementing systems of observation, record keeping and report writing so that children's progress and achievements are effectively and regularly assessed.
- Contribute to whole school developments, working groups and projects as requested by the DHoJS/ HoJS/Headteacher (HT), and undertake any other duties reasonably required by the DHoJS/HoJS/HT.

Other Responsibilities

- Representing the school with a positive attitude and professional appearance.

Quality Assurance

- To participate in the systematic self-evaluation of quality improvement as required by the Senior Leadership Team.

Accountability

- To be accountable to and responsible for the performance of the main duties and objectives, reporting to the DHoJS/HoJS/HT as required.
- To undertake all responsibilities whilst being mindful of the importance of security, data protection and, most importantly, the protection of children.
- To ensure compliance with software licensing and copyright law and internal policies and procedures.

Responsiveness

- To contribute to school improvement groups and projects and undertake any other duties reasonably required by the Senior Leadership Team.

Specific Objectives

Health and Safety: To take all reasonable steps to exercise a duty of care and ensure the safety and welfare of learners and staff.

College Profile : To promote a positive, high profile for the School with learners, staff, parents and visitors.

Professional Review : To undertake a programme of professional development.

Confidentiality : To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality.

Safeguarding : Hamilton College is committed to safeguarding and promoting the welfare of learners. We expect all staff to share this commitment and to undergo appropriate checks, including a PVG check every 3 years.

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