

# **Job Information Pack**

## **Deputy Nursery Manager**

## Our values

The post holder will be expected to operate in line with our organisational values which are;

- **Value the Individual** – Respect others, ourselves and the people we work with in all that we do
- **Giving of our best** – Showing commitment in our work and to enable young people
- **Caring Deeply** – Have a passion for the work we carry out
- **Providing Creative Solutions** – Show innovation in the approaches we take in supporting young people
- **Communicate authentically and truthfully** – Show openness in our dealings and approaches to people

**Title: Deputy Nursery Manager**

**Reports to: Nursery Manager**

### **Background**

A new opportunity has opened up for an exceptional deputy manager at one of our six nurseries. This person will be working alongside our existing management team at Yew Trees Nursery, nr Axbridge. The setting has been under the ownership of YMCA Dulverton Group since 2018, since our purchase from a retiring private provider.

The 100-place setting is based in 14 acres of Somerset countryside, around a purpose-built series of barns which contain the individual rooms that make up the setting. Each of the rooms has free flow access to outside play spaces, and then beyond this, access to acres of fields and a pond.

The setting could be described as mature in that it has been in existence since 1997, as such has a great reputation locally, is the early years setting of choice and a long waiting list of clients reflects this.

The current management have built a strong team of 33 to deliver high-quality early years education. The children have access to high impact, extra-curricular activities, such as weekly offsite Forest School sessions. We are passionate about the difference we make to the families we serve, always keeping the child at the centre of everything we do.

The incoming deputy manager will need to work alongside the existing management team to take a site wide approach to management, as there are other aspects to the delivery of our mission at the setting, along with considerable opportunity to develop the site. Currently our vibrant and successful Day Camp programme is delivered through each school holiday period this is attended by between 25 and 75 children each day, we also play host to an organic farm, and our early years catering team who are responsible for the production of approx. 400 meals daily is based on the site.

It is our mission to reduce our carbon footprint as much as possible within the setting and take our responsibility in looking after the environment for future generations seriously. As such we have invested heavily in sustainable energy solutions to mitigate impact where possible.

As an organisation, we believe that every young person should be supported to reach their potential. This is also why we invest so heavily in our staff and have high expectations of all who work for us.

This opportunity allows for an experienced leader or indeed a leader who is keen for development to nourish an amazing staff team and inspire generations of children.

There is the possibility of accommodation within the grounds of the setting within a beautiful onsite cottage should this be something a suitable candidate would wish to consider.

### **Purpose**

The post holder will support the settings management team to lead the nursery, actively ensuring the highest quality of care to children under 5 years old, inspire a large staff team and build relationships with parents and the wider community. The nursery is also managed as a business with financial sustainability set as a key measure of success alongside quality of care. The post holder will effectively lead the setting in the managers absence.

### **Other Key Relationships:**

- Parents and Carers
- Other setting managers/ deputy managers within the group
- Local Health services partners
- Community based projects and partners
- Local Authority partners and stakeholders
- Head of Early Years Education
- Indirectly- Executive directors
- Indirectly- CEO
- Indirectly- Board of Trustees

## **Main Responsibilities**

The postholder will be responsible for:

- Working with the manager to support the team to reflect and learn to develop as professionals and fulfil their potential as practitioners.
- Lead the team to ensure we provide a secure and stimulating environment where children can develop emotionally and intellectually as well as morally, physically, spiritually and socially, at their own pace.
- Work with the manager to lead the setting in continuous development of practice, in order to provide the best opportunities for children to learn through play, utilising the outdoors as much as possible.
- Collaborate with management team, Head of Early Years Education, and other nursery managers/ settings to share learning, practice and resources.
- Proactive in building and developing the reputation and occupancy of the setting alongside the management team.
- Supporting the management team to review, monitor and offer feedback on planning and delivery; to ensure diverse and stimulating opportunities for each child, which ensures their developmental level, interest and needs are recognised and responded to.
- Supporting the manager to utilise and develop systems and procedures to ensure the effective day to day to operation of the setting.
- Alongside the management team, monitor the enquiry, starter and retention levels to ensure the service is valued by and meeting the needs and expectations of families.
- Working with management team to ensure high standards of care and health and safety across teams, responding to or feeding back promptly any concerns to the relevant manager.
- Driving your own professional development to ensure your training and knowledge of the EYFS, legislation, compliance, Ofsted requirements and YMCA-DG policies is up to date; to support consistent understanding and implementation of the above across the team.
- Undertake any other duties as deemed appropriate to the level of the post by the nursery manager, Head of Early Years Education, Executive directors, CEO or Board of Trustees.

### **Line Management Responsibility**

- Room Leads
- Early Years Practitioners/ Educators
- Early Years Apprentice

### **Health and Safety**

- In carrying out this role you have a duty (under Health and Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes managing a safe and secure environment for people who use our services.
- This duty includes checking that any person entering YMCA Dulverton Group property has a right to do so and their visit is recorded in accordance with YMCA Dulverton Group procedures.

### **General**

- To maintain and develop up-to-date professional knowledge and skills through training, reading and other such activities and to incorporate the same into practice.
- Work across the organisation to build a learning culture and positive working environment.
- To maintain and demonstrate a commitment to YMCA Dulverton Group's Vision, Values and strategic aims and objectives and ensure all activities reflect the values of YMCA Dulverton Group.
- Managing health and safety issues in your area of responsibility in line with the relevant section(s) of the Health and Safety Policy.
- Complying with YMCA Dulverton Group's GDPR, confidentiality and information security policies at all times.
- To undertake such other duties and responsibilities reasonably consistent with the role of Deputy Manager.

YMCA Dulverton Group is committed to the protection and safeguarding of children and adults at risk and promoting their welfare. The YMCA Dulverton Group, therefore, expects all staff and volunteers to share this commitment.

This post is subject to an enhanced level DBS Disclosure in respect of the Adults/Children's Workforce.

## **Person Specification**

### **Qualifications and Experience**

- Minimum of Level 3 childcare qualification
- At least a suitable level 2 qualification in Maths and English
- Proven experience of an appropriate childcare setting
- Strong understanding of the developmental needs of children, including those with additional needs.
- Willingness to engage in continuous professional development and reflect on own development.
- First aid qualification (or willingness to train).
- Knowledge of health and safety and ability to complete risk assessments.
- Knowledge and understanding of safeguarding good practice.

### **Knowledge, Skills, Abilities**

- A confident individual who is committed to providing the best quality opportunities to children, young people and the community.
- An empathy and enjoyment of working with children.
- Working knowledge of effective safeguarding practice.
- An effective team player.
- Good organisational and administrative skills.
- Ability to maintain good records and administration.
- Excellent verbal, written communication, and interpersonal skills.
- Good IT competency.
- Able to work on own initiative and lone work when required.
- The ability to form plans and carry them out in a busy environment.

### **Personal Qualities**

- Ability and willingness to relate positively towards children, parents and staff.
- Ability to be punctual at all times.
- An inspirational approach to helping young children develop through play.
- Demonstrate leadership qualities able to motivate and develop others.
- Enthusiasm for the work and values of the organisation.
- A belief in the value and importance of investing in the development of every individual in our teams.
- An ability work to set budgets.
- Ability to work under pressure and to strict deadlines.
- Can evidence an understanding and commitment to the principles of Equal Opportunities.
- A creative and flexible approach to the work of the organisation.
- Professional, diplomatic, and non-judgemental approach.
- Ability to motivate others.
- Able to support the Christian ethos of the YMCA.

- Committed to continuing professional development, both personally and in the interests of staff for whom the post has responsibility.
- Commitment to YMCA Dulverton Group's Values.
- Self-motivated with ability to manage own workload.
- Team player, with ability to build relationships with beneficiaries.
- Ability to prioritise and manage conflicting demands.
- Demonstrates resilience, motivation and commitment to driving up standards of work.
- Takes personal responsibility and accountability and able to make well informed balanced decisions taking account of risk.
- Demonstrates a proactive approach taking responsibility for areas of work and finding solutions.
- Ability to anticipate need for change, proactively introducing systems alongside the existing management team to bring about improvements in effectiveness and efficiency.
- Is adaptable to change/embraces and welcomes change.

## **Main Terms of Employment**

- Salary:** £35,447.75 per annum, dependent on experience and qualifications.
- Location:** Yew Trees Nursery, Yew Trees farm, Tarnock, Axbridge, BS26 2SA.
- Hours:** 38 hours per week.
- Flexible working:** We provide flexible working arrangements to support team productivity and stability. This may include changed working patterns and at different settings on occasions.
- Holidays:** 5.6 weeks per year, plus bank holidays.
- Pension:** On completion of a six-month probation period, YMCA Dulverton Group will contribute 3% of salary.
- Benefits:** Health and wellbeing of our staff is important to us. We offer a range of benefits including a Health Cash Plan, Employee Assistance, discounted child care, free night's stay in one of our hotels per year.