

Role Profile and Person Specification

DEPUTY NURSERY MANAGER

Introduction

About Us

GLL is a Charitable Social Enterprise owned by our staff and founded on our purpose and values to provide a different, fairer and better way of doing business. Our purpose is to improve the physical, mental and social wellbeing of local communities.

What do we do?

We are committed to the provision of leisure, fitness and cultural activities and facilities at affordable prices. It is our aim to ensure the financial viability of our organisation, meeting our charitable social objectives, harnessing employee ownership and maintaining and expanding our existing services. We endeavour to continually exceed customer expectations.

We operate 250+ leisure centres, one in 15+ libraries and 10 children's centres in partnership with over 60 local councils, public agencies and sporting organisations.

Our venues include some of the most prestigious facilities in the UK such as the Copper Box Arena, Lee Valley VeloPark, York Stadium Leisure Complex, Manchester Aquatics Centre, The Sands Centre, Woolwich and Bromley Central Libraries along with so many more locations that we believe are all invaluable to local communities.

Find out more about us at <https://www.gll.org/b2b>

Who we are looking for:

We are looking for people who share our values;



Each of these themes sets out long term ambitions; which are regularly reviewed and updated and are reflected in the responsibilities and accountabilities of this role.

Role Summary

Contribute to the effective daily management of the nursery as a member of the management team and to support Early Years staff to provide high quality early learning and care in line with Early Years Foundation Stage requirements, and other relevant legislation.

Supporting the Nursery Manager to work with colleagues and partners to integrate the nursery with the wider children's centre services to identify and support the needs of local families with young children.

Be the named person for supporting children with special educational needs and disabilities.

Role Focus

- Be responsible for the supervision and appraisal of senior staff and practitioners and ensure their training and professional development needs are reviewed and addressed. To ensure staff are inducted and are aware of policies and procedures.
- Support the Nursery Manager to ensure that required levels of qualifications and ratios of staff to children are always maintained in the nursery through effective planning and management of rotas and shift patterns and that cover arrangements are in place when required.
- Support the Nursery Manager to develop, implement and regularly review policies and procedures for the nursery that will ensure high quality early learning and care and meet legislative requirements.
- Ensure that the conditions of registration are maintained at all times.
- Work with the senior management team to proactively market and promote the nursery. To disseminate information about the nursery to parents and carers and show visitors around.
- To keep abreast of current legislation, initiatives and practice in the early learning and care of young children.
- In conjunction with the Nursery Manager ensure the safety, security and well-being of all the children registered with the nursery.
- In conjunction with the Nursery Manager, ensure Health & Safety at work legislation is implemented and safety standards are maintained within the nursery at all times, with regular risk assessments carried out.
- Deputise for the Nursery Manager where necessary.
- To complete and submit termly headcount to the local authority
- To submit SEND referrals for children on behalf of key person
- To monitor SEND actions and oversee Record of Inclusion and Family Support.
- To support Senior Learning Leads in their role and oversee good practice.
- To have key holder responsibility for the building.
- Lead and motivate staff to provide and maintain a well ordered, secure, caring and stimulating environment which promotes and celebrates diversity and inclusive practice and provides full access to the provision for the children and their families.
- Be the named person for supporting children with additional needs, liaising with the Area SENCO on current practice and advising and supporting staff within the nursery on developing strategies for individual children.
- Participate in reflective practice and self-evaluation with the senior team and with the staff team, to enable continuous improvement in quality and the best outcomes for children's attainment and wellbeing.
- To support staff to keep accurate and comprehensive records of progress for each child, compiled by staff through observing children's interactions within activities and with other children and adults.
- To support staff to ensure that relationships with parents/carers are fostered and that they are informed and involved in their child's progress through both formal and informal opportunities for contact and review.
- Support the Nursery Manager to ensure a healthy environment is provided for the children and promoted to them, and that healthy lifestyle policies are in place and implemented

- In the absence of the Nursery Manager, contribute to day-to-day financial operations within an agreed budget to enable the nursery to be financially viable and sustainable, and to provide adequate resources.
- Be responsible for recording and monitoring payment of fees by or on behalf of parents, and for completing and sending data on the take up of early education grant places.
- Support the Nursery Manager to establish, develop and maintain professional working relationships with colleagues and external agencies in order to meet the needs of individual children and their families.
- In the absence of the Nursery Manager, keep written records of complaints, taking immediate and remedial action where appropriate. To notify the Nursery Manager, Ofsted and the local authority of any such complaints and outcome/s.
- In conjunction with the senior team, to participate in specific initiatives as identified by GLL from time to time, to support families and children.
- In the absence of the Nursery Manager, provide representation at meetings as appropriate and within capacity.
- Follow the code of conduct and safeguarding procedures for the service and to report any concerns appropriately.
- Be the named DSL in the absence of the Nursery Manager, work with the Children's Centre DSL and other agencies as and when required.
- Establish and maintain good working relationships with appropriate staff within the service and with external agencies and partners.
- Participate in training programmes as necessary, including in-service opportunities and to progress personal and professional development in order to meet the changing demands of the post.
- To establish and maintain good working relationships with appropriate staff within the service and with external agencies and partners.
- To ensure that the duties are undertaken with due regard and compliance with GDPR, Health & Safety regulations, and the Equal Opportunities and Customer Care policies, the Data protection Act and related legislation and regulations.
- To carry out any other work as directed that is appropriate to the level and general nature of the duties of the post.
- Work occasional weekend and other out of hours work in context of both this specific role and the wider needs of the service.
- To work the Nursery Manager and support with completing any Family Star Assessments involving children supported by the children's centre or childcare settings.

Essential Requirements (skills, knowledge, experience, behaviours)	Knowledge
✓ A dynamic individual with a 'can do', results driven approach and attitude ✓ An appreciation of, and commitment to, the distinctive culture and philosophy of the organisation ✓ Demonstrates trust, openness and respect in dealing with people ✓ Understanding and commitment to working in a diverse environment ✓ Flexible approach to tasks and workload	✓ Level 3 or equivalent in childcare related studies. ✓ Knowledge of key performance indicators and their application and how they can be used to effect improvement. ✓ Knowledge of the services offered to local parents by Children's Centres. ✓ Financial processes ✓ Knowledge of the recruitment and induction of new staff. ✓ Data inputting, interrogation and reports ✓ Knowledge and understanding of

	safeguarding children and the use of Assessments as a tool to identify need and support. ✓ Knowledge and understanding of the importance of Health and Safety legislation ✓ Knowledge of the principles and practice of customer care within a community-based environment ✓ A good knowledge and understanding of equalities and diversity issues, with a commitment to an inclusive approach to working with service users ✓ Knowledge and understanding of Early Years Foundations Stage framework ✓ Understanding of the impact of child poverty and inequalities on the life chances of children.
Experience	Skills
✓ Experience of managing multiple priorities. ✓ Experience of using PC based databases and spreadsheets, to store, retrieve, analyse and disseminate information. ✓ Experience of managing staff - regular 1:1 supervision sessions and annual appraisal and development reviews ✓ Experience of developing and delivering services that provide early help support to families ✓ Experience in the recruitment and induction of new staff.	✓ The ability to deal with parents (and visitors) to address any concerns with tact and sensitivity ✓ The ability to work as part of a team. ✓ Be multi-talented using computers to produce documents and log data in Word & Excel. Use our family database (training provided)

Key Working Relationships

- Reports to the Nursery Manager.
- To constructively interact with different people in a variety of areas within the operational team and GLL support services.
- Builds good working relationships with all GLL colleagues, working both proactively and collaboratively.
- Builds positive and progressive relationships with local authority partners as required.