



Job title: Assistant Manager

Purpose of post

- To work under the direction of the Manager and deputise for him/her as and when required
- To support the aims and objectives of the nursery and assist the Manager in the organisation of a high-quality establishment for children from birth to five/eight years
- To provide high standards of care and early learning – to include the monitoring and review of provision, this includes providing a safe, caring environment to enable the personal, emotional, social, and educational development of children, through individual attention and group activities
- To support the team in order to provide an enabling environment in which all individual children can play, learn, and develop
- To direct and support staff as agreed by the Manager.

Responsible to

Nursery Manager

Main duties

- To promote the aims and objectives of the nursery
- To promote the high standards of the nursery at all times to parents, staff, and visitors
- To assist the Manager in showing parents around the nursery facilities and sending out information
- To ensure the provision of high standards of physical, personal, social, and emotional care
- To lead a team of professional workers and to ensure good practice at all times
- To assist the Manager in setting and implementing objectives and policy for the nursery
- To assist with the planning and organisation of staffing schedules and holiday rotas to ensure adequate staffing levels are maintained in accordance with Ofsted Inspectorate guidelines and nursery procedures
- To assist with the implementation of administrative procedures involved with registration, place allocation, and other related matters
- To assist with the development and implementation of systems to monitor and record child development
- To assist with the preparation and maintenance of materials and equipment
- To be responsible for the health and safety standards appropriate for the needs of young children and ensuring staff compliance and awareness

- To ensure high standards of hygiene and cleanliness are maintained at all times
- To ensure the provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history
- Support all team members with the early identification and intervention for children with possible special needs and give physical, emotional, intellectual guidance as appropriate
- To ensure confidentiality of all information received and shared
- To assist with staff development and training
- To support the effective interview and selection process as required
- To fully support the induction of new team members
- Support the appropriate supervision meetings/processes in conjunction with the Manager
- Feed into appraisals, target setting, and nursery operations as deemed appropriate by the manager
- Attend nursery management meetings and feed appropriate information back to the wider team
- To assist the Manager in the supervision of training of students in placement within the nursery
- Liaise with parents, other family members and staff to help ensure that the particular needs of children are met, and that parental choice is considered in terms of care given
- To liaise with outside agencies as required
- Assist the Manager with the efficient upkeep and maintenance of the building and grounds, stock of equipment, furnishings, and fittings
- Maintaining staff awareness of the fire evacuation procedures in accordance with the code of practice
- To be involved in out of working hours activities, e.g., training, planning meetings, monthly staff meetings, parents evening, fundraising events etc.
- To deputise for the Manager in his/her absence
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time-to-time by the Manager.