

"Our vision is to provide safe, high quality seamless service delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust Values"

JOB DETAILS

Job Title	Deputy Nursery Manager
Reports to	Nursery Manager
Band	Band 5
Department/Directorate	First Steps Nursery / Estates and Facilities Management (EFM)

JOB PURPOSE

To assist the Nursery Manager in the day to day running of childcare services at First Steps Nursery and to work closely with the Early Years Educator Room Leaders to provide a safe and caring environment, promoting the development of children in line with national and local guidance and regulations.

To provide a professional, efficient and effective service meeting the operational needs of First Steps Nursery and the Trust, monitoring and ensuring compliance with legislation, regulations and Trust policy and guidelines within the stipulated budgets.

To motivate and develop a team of staff to ensure expectations are exceeded and targets met.

To identify common working practices and provide support as and when required.

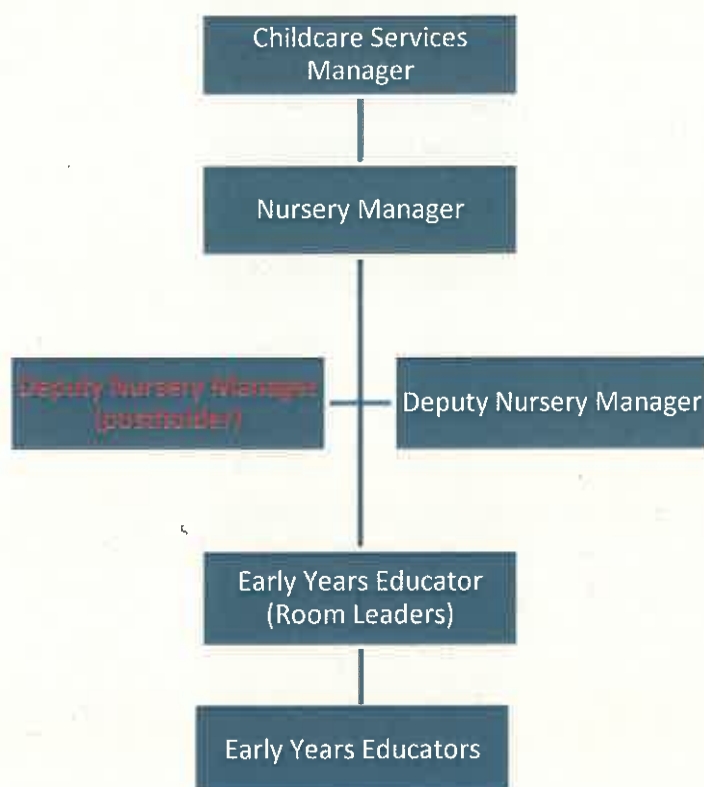
The post holder will be a single point of contact in the absence of senior management.

KEY WORKING RELATIONSHIPS

The postholder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter them on a day to day basis. In addition, the postholder will deal with the wider education and healthcare community, external organisations and the public. This will include verbal, written and electronic media. Of particular importance are working relationships with:

Facilities Service Manager/s
 Childcare Services Manager
 Nursery Manager
 Other Deputy Nursery Managers
 Early Years Educator (Room Leaders)
 Early Years Educators
 Administration Services Supervisor
 Administrators
 Catering Assistant
 Departmental Managers / Supervisors

ORGANISATIONAL CHART



KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES COMMUNICATION/RELATIONSHIP SKILLS

- To provide and receive routine information relating to First Steps Nursery.
- Participate in day to day management discussions and periodic meetings to discuss ongoing issues and the development of the childcare services at First Steps Nursery.
- To chair and lead departmental staff meetings, as required.
- To attend and participate in EFM meetings, as required.
- To maintain effective relationships with internal staff groups and external key stakeholders / clients, relaying complex and technical information as and when required.
- Provide effective support to parents, guardians and carers to promote their involvement and ensure effective communication within them.
- To escalate issues and refer complaints to the Nursery Manager.
- To deal with correspondence and telephone enquiries, acting on own initiative and directing as appropriate, receive log and action all complaints from clients.
- Communicate with the Local Authority, external agencies and other key stakeholders associated with First Steps Nursery using systems and processes that promotes the welfare of the child with regard to their special educational needs (SEN).

ANALYTICAL/JUDGEMENTAL SKILLS

- To investigate, rectify and/or escalate any issues found with regards to childcare service provision compliance and record written details of all issues found.
- In conjunction with the management team, provide advice to staff and parents, guardians and carers.
- Any additional duties that may be required to maintain the service within the grade

specified.

- To be able to investigate issues with process and/or services and find the most appropriate solution.
- Assessing children's play needs and resolving problems where there may be different options.

PLANNING/ORGANISATIONAL SKILLS

- Planning of daily work schedules, organisation and adjustment of staffing rotas to meet demands and to ensure legal ratios are consistently met.
- Assist the Nursery Manager in setting and reviewing effective development and observational strategies in line with OFSTED requirements and the Early Years Foundation Stage (EYFS).
- Support and implement effective oversight of the Early Years Educator (Room Leader) key activities in formulating, operating and evaluating a programme of activities appropriate to the development stages of the children within the nursery, which address the key areas of learning.
- Responsible for the resource management of the equipment in First Steps Nursery in line with business expectations.
- Plan and organise own diary.
- Assist and support the Nursery Manager and Administration Services Supervisor with processes that contribute to the effective delivery of the service, inc. monthly invoicing, registering new children, Early Years Grants; etc...
- Collect, collate and report routine data and information utilising the First Steps Nursery childcare management systems and present as required.

PHYSICAL SKILLS

- Standard keyboard skills, intermittent periods of VDU use.
- Ability to support childcare provision in each room requires a degree of manual dexterity.

PATIENT/CLIENT CARE

POLICY/SERVICE DEVELOPMENT

- Assist patients during incidental contact when on the Trust premises.
- Responsible for ensuring staff under his / her remit comply with relevant legislation, Trust Policy and Procedures.
- To assist in proposing changes and developing departmental policies and improvements to services with the Nursery Manager / Childcare Services Manager.
- Undertake project work as required.

FINANCIAL/PHYSICAL RESOURCES

- To be responsible for the safe use of Trust and First Steps Nursery equipment.
- Maintain / order stock of consumables / supplies for First Steps Nursery.
- To assist the Nursery Manager / Childcare Services Manager in ensuring that expenditure is within the current budget.
- In the absence of the Nursery Manager, authorise departmental expenditure.
- To assist the Nursery Manager in managing and maintaining the viability of childcare management software.

HUMAN RESOURCES

- To provide day to day supervision and performance monitoring to all members of the First Steps Nursery team, including allocating and checking work, authorising annual leave and resolving staffing problems.
- To support recruitment campaigns by undertaking shortlisting of candidates and assist with the interviewing process.

- To undertake return to work interviews, absence management monitoring and initial stages of grievance and discipline in line with the Trust's *Attendance Management Policy and Procedure*.
- To ensure that all staff receive a Personal Development Review (PDR) at least every 12 months.
- To assist with ensuring that staff in your area of responsibility receive appropriate training and maintain adequate training records, along with records of review of their work performance and progress.
- Provide staff training in relation to the services that they are providing.
- Maintain quality in own work and encourage others to do so.
- Undertake basic workplace assessments.
- Responsible for updating the Electronic Staff Record (ESR) and Healthroster on a daily basis with annual leave, sickness, special leave absence and sickness return to work details.
- Responsible for entering staff payment details onto the Healthroster; weekly.
- Responsible for entering bank staff requests onto Healthroster, as required.

INFORMATION RESOURCES

- To ensure the maintenance of records as required for the role.
- To maintain records of sickness / absence / annual leave via ESR/Healthroster.

RESEARCH AND DEVELOPMENT

- Participate in staff satisfaction surveys or audits, as required.
- Participate in equipment testing as and when required.

FREEDOM TO ACT

- To manage own workload and provide day to day supervision and performance monitoring to members of the team, including allocating and checking work, authorising annual leave and resolving staffing problems.
- Ensure the children and parents are welcomed into a caring, positive and inclusive environment, creating a stimulating and pleasant working atmosphere.
- Responsible for ensuring staff under his / her remit comply with relevant legislation, Trust Policy and Procedures.

PHYSICAL / MENTAL / EMOTIONAL EFFORT / WORKING CONDITIONS

- Frequent requirement for concentration.
- Predictable work pattern / shift.
- A willingness to provide reasonable cover for colleagues.

OTHER RESPONSIBILITIES

To take part in regular performance appraisal.

To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling.

To ensure good standards of hygiene and cleanliness are maintained at all times and be responsible for the Health and Safety standards appropriate for the needs of young children.

To instruct and monitor Early Years Educators activities which enable them to ensure children meet their health and wellbeing needs consistent with their Personal Learning Plan (PLODS), Educational Healthcare Plan (EHCP) legislation, policies and procedures.

To act as a Safeguarding Officer for the Nursery setting, escalating concerns to the

Designated Safeguarding Lead (DSL) as required.

To contribute to and work within a safe working environment.

The post holder is expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection.

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's *Disciplinary & Appeals Policy*) up to and including dismissal.

APPLICABLE TO MANAGERS ONLY

Evidence that supporting employee health and wellbeing is included in any documents outlining the skills and knowledge that line managers need.

All managers hold the responsibility of the health and safety and wellbeing of their staff.

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

THE TRUST- VISION AND VALUES

Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:

Honesty, Openness & Integrity
Fairness,
Inclusion & Collaboration
Respect & Dignity

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff's commitment to meeting the needs of our patients.

We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.

We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being

performed, or to incorporate any changes being proposed. This procedure is conducted by the Manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462.

POST	Deputy Nursery Manager
BAND	Band 5

Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING Qualification on Childcare (NNEB / NVQ Level 3 or equivalent qualification and/or relevant experience). GCSE's Grade A-D or equivalent including Maths and English. ILM Level 3 in Leadership and Management or be willing to work towards this or similar qualification). Level 3 Safeguarding Awareness qualification. Child Protection Level 3. First Aid. Basic Food Hygiene certification.	E E E E E	D
KNOWLEDGE/SKILLS In depth knowledge of the holistic needs of 0-5 year olds. Knowledge of Child Protection procedures and legislation. Good working knowledge of childcare services and OFSTED legislation. Able to deliver high quality childcare through strong leadership and team work to underpin the principles of EYFS. Knowledge of working with Trust computer systems, i.e. Healthroster, ESR, EROS. Ability to work on own initiative and be able to manage a large staff group. Ability to demonstrate computer literacy with a good understanding of Microsoft applications: Word, Excel, PowerPoint and Outlook. Good written and verbal communication skills. Good organisational skills and ability to multi task. Ability to problem solve and analyse data. Understanding of revenue budgets.	E E E E E E E E E	D
EXPERIENCE Previous experience in a supervisory / management position. Previous experience in an NHS Organisation. Previous experience of working in a FM department function.	E E E	
PERSONAL ATTRIBUTES Fitness to undertake the duties of the post. Willingness to undertake any relevant training. Adaptable, flexible and reliable approach to departmental needs i.e. work and time. Courteous and professional attitude. Commitment to personal/ professional development. Ability to follow instructions. Ability to prioritise workloads and able to work under pressure. Maintain confidentiality at all times.	E E E E E E E E	
OTHER REQUIRMENTS Ability to work as part of a team. Flexibility to rotate working pattern if required. Demonstrate a positive commitment to uphold diversity and equality policies approved by the trust. Ability to travel to other locations as required.	E E E E	

WORKING CONDITIONS/HAZARDS		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	N				
Contact with patients	N				
Exposure Prone Procedures	N				
Blood/body fluids	Y		X		
Laboratory specimens	N				
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	Y		X		
Animals	N				
Cytotoxic drugs	N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				X
Heavy manual handling (>10kg)	Y	X			
Driving	N				
Food handling	Y		X		
Night working	N				
Electrical work	N				
Physical Effort	Y		X		
Mental Effort	Y				X
Emotional Effort	Y				X
Working in isolation	N				
Challenging behaviour	Y			X	

COMPETENCY REQUIREMENTS

To be completed for all new positions

Please tick which of these essential learning s is applicable to this role

(NB those that are mandatory for all staff with no variation on frequency are pre-populated with a tick)

Safeguarding Children	Group 1	<input type="checkbox"/>	Blood Transfusion	BDS18 collection	<input type="checkbox"/>	Consent Training	<input type="checkbox"/>
	Group 2	<input type="checkbox"/>		BDS 19 & 20 Preparing & Administering	<input type="checkbox"/>	VTE Training	<input type="checkbox"/>
	Group 3	<input type="checkbox"/>		BDS 17 Receiving	<input type="checkbox"/>	Record management and the nhs code of practice	<input type="checkbox"/>
	Group 4	<input type="checkbox"/>		Obtaining a blood sample for transfusion	<input type="checkbox"/>	The importance of good clinical record keeping	<input type="checkbox"/>
	Group 5	<input type="checkbox"/>		Annual Update	<input type="checkbox"/>	Antimicrobial Prudent Prescribing	<input type="checkbox"/>
	Group 6	<input type="checkbox"/>				Control & Restraint Annual	<input type="checkbox"/>
Not mapped this one		<input type="checkbox"/>	Safeguarding Adults Awareness	Clinical Staff	<input type="checkbox"/>	Mental Capacity/DOL's	<input type="checkbox"/>
	Group 8	<input type="checkbox"/>		Non Clinical Staff	<input checked="" type="checkbox"/>		
Manual Handling – Two Year		<input checked="" type="checkbox"/>	Falls, slips, trips & falls	Patients	<input type="checkbox"/>		
		<input checked="" type="checkbox"/>		Staff/Others	<input type="checkbox"/>		
Equality & Diversity – One-Off requirement	Annual	<input type="checkbox"/>	Investigations of incidents, complaints and claims.		<input type="checkbox"/>		
	Two Yearly	<input checked="" type="checkbox"/>		Conflict Resolution – 3 yearly	<input checked="" type="checkbox"/>		
Infection Control/Hand Hygiene	Annual requirement	<input type="checkbox"/>	Waterlow		<input type="checkbox"/>		
	One-Off requirement	<input checked="" type="checkbox"/>		PUCLAS	<input type="checkbox"/>		
Information Governance		<input checked="" type="checkbox"/>	Clinical Waste Management	Application principles for clinical staff	<input type="checkbox"/>		
		<input checked="" type="checkbox"/>		Application principles for housekeeping	<input checked="" type="checkbox"/>		
Harassment & Bullying (Self Declaration – One off requirement)		<input checked="" type="checkbox"/>		Application principles for portering and waste	<input checked="" type="checkbox"/>		

