



Deputy Manager

Service	Reporting to	Location	Grade
Children's Service	Nursery Manager	Local Authority Nurseries	3B

About the role

- To work under the guidance, and deputise in the absence of, the Nursery Manager and use own initiative in the implementation, development, management, organisation and administration of the childcare and early education services provided through the nursery in accordance with statutory requirements, statutory frameworks and all City Council's policies
- To ensure the learning and development needs of all children are met and that the curriculum enables all children to participate, enjoy and achieve in a rich play environment, which fosters their physical, social, emotional and intellectual development. To ensure all children benefit from the delivery of Early Years Foundation Stage whilst providing practical support and modelling good practice
- To support the Nursery Manager in the leadership and management of staff, ensuring effective recruitment, supervision, appraisal, support and training of staff and to deploy staff as appropriate. Take responsibility for the development, appraisals and supervision of staff, apprentices and volunteers at the request of the Nursery Manager.
- To ensure that the building, grounds and equipment that are used for the provision of childcare and early education services are maintained in good repair and that Health and Safety requirements are adhered to and to liaise with city council departments as appropriate to ensure the provision of relevant services.
- To support and share the development of innovative and creative practice, keeping up to date with legislation, theory and policy in new developments, and to aspire to the highest quality of provision and continuous improvement.
- To ensure safeguarding procedures and Early help frameworks are in place, are understood and are implemented.
- To support monitoring systems within the nursery which ensures that staff are able to produce written reports of a high quality which would contribute to the SENCO role, safeguarding and early help reports and children's observations and assessments.

Key outcomes

- To promote an inclusive environment that is warm, secure and welcoming in order to promote the development of individual children, ensuring that they reach their full potential.
- To support staff through supervision and professional reviews to ensure that they consistently offer high quality childcare and that all children are making progress.
- To comply with the statutory duty and meet all welfare requirements and to use the guidance within the EYFS, whilst ensuring that staff deployment is effective
- Contribute to the communication of important information and the maintenance of factual records the purposes of Safeguarding meetings, SEN reviews and any other relevant meetings.
- To be a good role model to staff and practically support them in the delivery of high quality childcare.
- To maintain good health and safety practices ensuring that all staff, children and visitors are safe from harm whilst on the nursery premises
- To contribute to the delivery of the Starting Life Well and Early Help services.
- To work in partnership with other agencies and support with Safeguarding, Early help and SEN processes to achieve positive outcomes for the children and their families.

What we need from you

- Professional relevant qualification in Childcare or Education equivalent to Level 3
- Minimum of 2 years post qualifying experience of working in an early years setting working with children 0 – 5 years in a supervisory role, including working with babies
- Live by our values and use them to guide you in how you do your job; being able to hold others accountable for demonstrating our values.
- Skilled communicator – able to effectively communicate verbally and in writing.
- A willingness to work at any establishment in Salford, as required, in line with service need.
- Knowledge and understanding of the Early Years Foundation Stage and Child Development
- Experience of working within Safeguarding and Health and Safety policies and procedures be able to implement these
- Knowledge and understanding of SEN including knowledge of agencies you can refer to
- Knowledge and ability to plan, provide, monitor and evaluate the delivery of The Early Years Foundation Stage curriculum including the welfare requirements
- A commitment to undertake and complete training and development.
- Hold current paediatric first aid certificate
- To carry out your duties with full regard to the City Council's Equal Opportunities, Health and Safety and Community Strategy
- Ability to implement, develop and review services, implementing changes as appropriate.
- Experience in managing budgets and prioritising allocation of resources effectively

What we can offer you

Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](https://www.instituteforapprenticeships.org/) website.

Tailored Development

You will be expected to maintain a level 3 paediatric first aid qualification during your employment with us.

A digital organisation

Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea](#) website.

Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

Our organisation's values

We have four values: Pride, Passion, People, Personal responsibility.

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

Our values



Pride

Passion

People

Personal responsibility

Application guidance

We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The 'Key outcomes', 'What we need from you' and 'our leadership behaviours' sections of the Role Profile are there to give you an understanding of what we would like to see reflected in your application. Don't give up if you are not able to reflect all of these in your application.

#HappytoTalkFlexible



Salford City Council

Role details

Completed by: Ange Jones

Date: 18/04/2023

Job code:

Job score:

Date of evaluation:

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