



## JOB DESCRIPTION

### EARLY YEARS EDUCATOR & DEPUTY MANAGER

**Responsible to:** The Nursery Manager and Governors

**Role:-** To work under the instruction/guidance from the Nursery Manager to promote a safe, secure, stimulating and welcoming nurturing environment to children and their family, and to assist the manager in the management of the daily running of the setting.

**Main Duties include:-**

To supervise and provide particular support to the children, including those with additional needs ensuring their safety and access to learning through The Early Years Foundation Stage (EYFS) curriculum.

To promote and reinforce good behaviour, dealing promptly with conflicts and incidents that may arise, in line with the established policy and procedures.

To establish constructive partnership with parents/carers.

To identify gaps in the children learning and development and plan developmentally appropriate opportunities to enhance and develop the prime/specific areas of children`s development.

To create and maintain a purposeful, safe and stimulating environment both the inside and the outside environment.

To support the manager and `stand-in` for the nursery manager in her absence.

To be aware of and adhere to the policies and procedures of the setting, relating to Safeguarding & Child Protection, health & Safety, Confidentiality and data protection, reporting all concerns to the appropriate person when necessary.

To attend and participate in weekly team meetings.

To participate in CPD training as an on-going process so as to keep up-to-date with current legislations etc.

To contribute to the overall ethos/aims of the nursery setting

**PERSON SPECIFICATION**

**DEPUTY MANAGER ROLE/ROOM LEAD**

<b><u>Criteria</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
<b><u>Equal Opportunities</u></b>	A proven ability to implement and promote Equal Opportunities	
Qualifications	A minimum of an NVQ equivalent in childcare or the willingness to undertake the qualification as soon as possible	<b><u>Knowledge of health and safety regulations</u></b>
Experience	Experience of working with children aged 9 months – 5 years and delivering high quality childcare	A minimum of 2 years relevant experience in a nursery environment
<b><u>Knowledge</u></b>	Good communication skills and an ability to work on their own initiative A sense of humour and a lot of patience Knowledge and quality childcare issues Knowledge of appropriate childcare facilities Legislation/implementation, In depth knowledge of a multicultural society and its practices	
<b><u>Skills</u></b>	Excellent communication skills	

	<p>Can demonstrate good interpersonal skills</p> <p>An ability to work on their own initiative.</p> <p>An ability to work as part of a team.</p> <p>Flexibility</p> <p>Creativity</p>	
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## Honey Bee Nursery

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