



Job Description – Deputy Manager

ORGANISATIONAL STRUCTURE

The postholder will be responsible for assisting the Manager with the day to day running of the nursery. The postholder will be accountable to the Owners and Manager (Management).

MAIN PURPOSE OF JOB

To assist the manager to ensure a high standard of physical, emotional, social and intellectual education and care for all the children placed in the nursery.

To assist the manager in supervising and supporting the other team members within the nursery.

To assist the manager to manage the nursery on a day to day basis in terms of administration.

MAIN DUTIES

- To have completed or be in the process of completing CCLD level 5 or equivalent.
- To complete a Fit persons interview with the Registering Social Worker and be deemed suitable for the post by the local authority.
- To have up to date Designated Officer and First Aid training at all times.
- To assist the manager in supervising and supporting all team members within the nursery with their day to day duties.
- To show prospective parents around the nursery in a welcoming and friendly manner. To register new children and ensure that the children follow a settling-in period, whenever possible, as per our 'Settling in Policy'. To ensure that both children and parents feel at ease with, and confident in the nursery.
- To be involved with liaising with the local authority and other professionals associated with the nursery.
- To assist with the efficient upkeep of the building and the maintenance/stock of equipment, furnishings and fittings, ensuring that a high standard of hygiene is maintained.
- In conjunction with the team members and manager, formulate and operate a programme of activities suitable to the age range of the children in their group.
- To assist with the administrative duties associated with the management of the nursery, e.g to maintain sufficient records on all children and their families, the ordering of equipment and food, to maintain an inventory, to keep team member records, to take the daily register and record reasons for children's absence.
- To assist with the recording of the petty cash book.
- To assist with the appropriate agencies regarding trainee/student placements and to assist with their supervision accordingly.
- To assist with the arrangement of team and room meetings on a regular basis and as appropriate.
- To assist with establishing and maintaining effective communications with other agencies.

- To work with the local community to ensure that the philosophy behind the nursery is fulfilled.
- To assist with ensuring the staffing ratios and requirements, e.g regular fire drills, laid down by Social Services, are upheld.
- To assist with liaising with the cook to provide a varied and nutritious menu for the children, which should be changed seasonally.
- To assist with arranging training for team members where a need is identified. This should be internal or external training.
- To be willing to attend further training if a need is identified.
- To take over the role of Manager whenever the manager is absent, whether on holiday, maternity leave or sick leave.
- To participate in interviewing prospective staff.
- To assist the Manager and participate in any disciplinarys taking place.
- To assist with regular staff appraisals and continually monitoring staff performance.
- To work in any of the Little Rays nurseries, if required.

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