



The Mall School

Deputy Nursery Manager

The Mall Nursery is a vibrant, exciting and inspiring environment for young children within a high-quality and purpose built setting which includes a large outdoor space for the children to play and learn in. The nursery will also use The Mall School's extensive facilities including a weekly swim in the indoor heated swimming pool and performances in the 160 seat theatre.

The Mall Nursery is open 51 weeks of the year for boys and girls from 6 months to school age. Our approach is all about learning through play, following our children's interests and using natural, authentic resources. Our core opening hours are 7:30am – 6:30pm. We offer an early start from 7:00am and extended pick-up time of 7:00pm by request to meet the needs of busy working parents.

Role Purpose

Every child deserves the best possible start in life and the support that enables them to fulfil their potential. The role of the Deputy Manager is to support the Nursery Manager in leading their colleagues to deliver a high quality early years education and create a positive environment for staff, children and families.

Working with the Nursery Manager, the Deputy Manager will fulfil any such duty that is required for the pastoral care and development of the children at The Mall Nursery.

This is a full time 40 hours per week, Monday to Friday role. Salary will be £30,000 to £34,000 depending on experience.

Summary of Responsibilities

Early Years

- Responsible for the design and delivery of the nursery's curriculum and provide the foundation that children need to make the most of their abilities and talents as they grow up
- Role model and train colleagues with their understanding and delivery of the requirements and standards set out within the Early Years Foundation Stage to ensure that children learn and develop well and are kept healthy and safe
- Fulfil the role of designated safeguarding lead (DSL) for the nursery and role model best practice for safeguarding requirements
- Provide professional and high quality customer service to families and other visitors to the setting, taking responsibility for the nursery's communication tool's (Famly) administration and email correspondence
- Ensure smooth day to day running of the nursery along with deputising for the Nursery manager as required

People

- Lead a positive working environment for all, where each staff member feels valued, respected and able to fulfil their role to the best of their ability
- Observe and role model best practice and legislative requirements from the Equality Act 2010 and treat all colleagues with respect in an environment that is free from discrimination and bullying. Address any concerns promptly and efficiently
- Provide leadership and management to create an effective team; focusing on the outcomes for children and the delivery of the nursery's objectives



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- Motivate and lead the staff team to achieve high employee engagement levels and stable retention rates
- Take an active role in the safer recruitment and induction of new colleagues
- Deliver the nursery's performance development processes for team members and help with the identification and delivery of training and development requirements within the nursery
- Assisting the Nursery manager with annual appraisals and inset day schedule
- Complete employee administration as required for the smooth and successful running of the setting
- Support the Nursery Manager as required and deputise in their absence

Health and Safety

- Support in the design and effective implementation of relevant legislation and the nursery specific requirements in relation to health and safety; addressing concerns proactively
- Proactively manage risks in the nursery and role model safe working practices
- Lead on the development and effective implementation of risk assessments

Commercials

- Support the Nursery Manager in achieving occupancy targets and engaging in wider partnership objectives through the implementation of marketing strategies for the nursery
- Conduct high quality parent show rounds; engaging positively with the prospective families and achieving our customer service standards
- Support the Marketing Manager and Nursery Manager in planning and delivering nursery events and marketing initiatives for promoting the nursery
- Engage in the positive use of social media to help market the nursery to families and potential colleagues

Building and Resources

- Take good care and responsibility for the nursery's equipment, resources and building, raising issues or concerns without delay
- Take responsibility for the nursery being well stocked with resources for staff and children; replenish stocks in a timely manner to avoid disruption

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

CV's alone will not be accepted but may be submitted in support of the completed application form.

Applications may be sent by post, marked for the attention of the Nursery Manager, or by email to: manager@themallnursery.org.uk.