

Nursery Deputy Manager - Elms Day Nurseries - 53497 - Band 500 - (2100028X)



UNIVERSITY OF
BIRMINGHAM



Position Details

Elms Day Nurseries

Location: University of Birmingham, Edgbaston, Birmingham UK

Full time starting salary is normally in the range £24,291 to £26,094, with potential progression once in post to £30,207

Band - 500

Part Time - 28.8 hours per week working 4 days per week

Closing date: 30th January 2022

Job Summary

To support the manager in the daily operation of The Elms Day Nursery and take responsibility for the nursery in the absence of the manager.

Main Duties

- Assisting the manager daily with the day nursery operation by adhering and implementing all nursery policies, procedures, and processes. In the absence of the Manager take full responsibility to ensure the Early Years Foundation Stage requirements are maintained regarding nursery premises, children, parents, and staff.
- To complete various forms/documentation regarding maintenance of premises and grounds, nursery applications, emergency evacuation procedures, receipt of goods/services and processing invoices for payment.
- Monitor daily staffing levels in relation to children's attendance patterns, ensuring effective deployment of staff regarding nursery staffing procedures.
- To demonstrate effective communication and interpersonal skills with staff group by daily contact and promoting good teamwork practices through daily participation in leading your own staff team.
- To advise staff daily regarding parental queries and/or children's care and welfare, make appropriate decisions and inform the manager as soon as possible.
- Ensure each child receives high quality care appropriate to their physical, intellectual, emotional, spiritual, social needs and stages of development, ensuring an environment where positive images, anti-racist and anti-sexist practice is reinforced. Monitor and record their progress on individual assessment profiles.
- To promote and encourage strong parental relationships, offering support and guidance.
- To conduct prospective parents around the nursery promoting the nursery's ethos, recruiting new children for the nursery.
- To take responsibility as Health and Safety officer for the nursery, ensuring policies, procedures and written documentation are regularly updated in accordance with Ofsted requirements and university guidelines.
- To be a designated first aider and carry out duties as appropriate for nursery staff and children. Administer prescribed medications to children.
- To carry out any other duties as required by the manager.

Person Specification

We are looking for someone who has a very positive approach to life and works well within a team environment .You will need to have an NNEB, CACHE Level 3, NVQ Level 3 or above.

- Excellent administration skills
- Excellent knowledge of health and safety legislation
- Knowledge of Ofsted
- Excellent knowledge of the EYFS
- Excellent organisational skills with the ability to work to targets and deadlines
- Exceptional time management skills
- Excellent communication skills
- Operational people management skills
- Knowledge and understanding of equal opportunities / SENDCO/ BECO etc
- Strong Stakeholder and client relationship skills
- Desire to gain a level 5 qualification or degree

Experience and Skills in:

- Organising and prioritising tasks to meet targets and deadlines
- Self-motivated and able to work from own initiative – being part of a team and using initiative to organise and lead a team
- Being flexible and adaptable to meet the demands of the business
- Forward thinking

Valuing excellence, sustaining investment

We value diversity and inclusion at the University of Birmingham and welcome applications from all sections of the community and are open to discussions around all forms of flexible working.

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Primary Location

GB-GB-Birmingham

Job

Estates/Facilities

Organization

Campus Services

Schedule

Regular

Part-time

Job Posting

22.11.2021, 5:07:48 PM

Grade (for job description) Band 500

Salary (Pay Basis)

24,291.00

Maximum Salary

30,207.00

Advert Close Date

30.01.2022, 11:59:00 PM