

Nursery Deputy Manager

- Watford, WD18 0WY
- Salary is up to £35,000
- Full-time, Permanent, Mon – Fri, 40 hours

Want to work at an OUTSTANDING nursery? Receive excellent in-house training? Be part of a nurturing family-like culture?

An exciting opportunity has presented itself for a qualified Deputy Nursery Manager in our Watford Branch.

If you are hardworking, a team player and able to build good relationships with children and parents alike we can offer you competitive salaries, a full range of professional development courses through our training company and flexibility that suits you!

Company History

First established in 1993, The Little Learners is a family run business with a dedicated team of highly trained Montessori staff and qualified childcare specialists. We offer accredited Montessori education from the age of 6 months - 5 years and are proud to have received OUTSTANDING in all areas for our Watford branch by Ofsted.

As a family business, we strive to create a nurturing environment for our staff to grow and excel. We invest the time and effort to support all our staff to continue their professional development through our excellent in-house training scheme.

We are committed to the highest level of training, which is why we offer our staff a variety of training courses to further develop them within their role. Further funding is also available for the Montessori Diploma Course.

Brief:

- Provide high standards of childcare and education – this includes providing a safe, caring environment to enable the emotional, social and educational development of children, through individual attention and group activities.
- To support the aims and objectives of the nursery and assist the proprietor in the organisation of a high quality establishment.
- To reflect on practice and routines, tailoring them to meet the individual needs of each child throughout the day.
- To lead planning and the provision of a stimulating range of age-appropriate activities and ensuring your room is well-resourced and creatively set-up.
- To work in partnership with all parents/carers, building and maintaining relationships that encourage trust, open communication and involvement in nursery life.
- To lead observations and the assessment of children's learning and development ensuring records are kept up to date, are of a high standard and are shared effectively.
- To promote stimulating resources for the children to engage and develop in.
- To organise the space and resources to meet the children's needs effectively and that the adult child ratio is always met.
- To assist the Manager in showing prospective parents around the nursery facilities.
- To deal with the planning and organisation of staffing schedules.
- To conduct the administrative procedures to include chairing staff meetings, planning agenda, recording minutes.
- To assist the Manager with the welfare requirements- e.g. visitor sign in and out book, staff and child register, admissions forms, allergy list, first aid box, risk assessments, accidents/incidents etc.
- To report any concerns promptly to the Manager or Director.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager

Job Information



What we can offer you:

Access to the following professional development training through our training academy:

- Level 5 Diploma for the Early Years Practitioner
- Montessori Diploma
- Montessori Apparatus Workshops (9-day course)
- Access to industry leading CPD courses and regular online workshops

Additional Perks:

- Paid Birthday Day off each year
- Parking Space
- Termly team bonding events
- Clear onboarding program with termly supervisions.
- Attendance to our annual Professional Development Day, receiving expert-led workshops from award winning trainers
- Free Uniform and DBS
- Finalists for NMT Nursery Group of the Year awards 2023
- Performance Bonus of £300 per annum, £100 each term.

The safeguarding of all our children is our highest priority and therefore a clear and valid DBS, as well as two references will be required from all successful candidates.