

Setting Deputy Manager Job Description

Reports to:	Setting Manager and Area Manager
Hours of Work:	Full time
Salary:	Dependent upon experience
Location:	Visits to the settings when required

The Brambles Ethos

Brambles Outdoor Nursery Group is a multi-award winning, Ofsted registered group with multiple settings nestled within the beautiful Wiltshire countryside. We take inspiration from the Forest School ethos and use a nature-based approach to encourage our Brambles to explore the world using the environment around them to enrich their journey. We believe wholeheartedly in wellness. Our aim is to give children the tools they need to regulate their emotions, feel safe and work together so that they can become resilient adults who are able to deal with whatever life has to offer.

Overall, we aim to provide a joyful experience at Brambles that promotes honesty, positivity and mutual respect. We expect our staff members to aspire to be the very best within our industry and we support them to achieve this through the offering of a positive working environment, peer to peer learning and continuous career development.

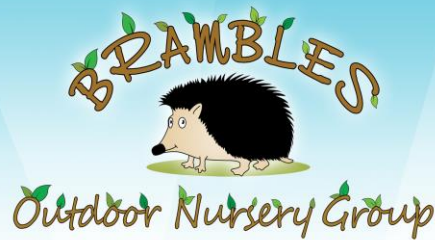
Purpose of the Job

- To work under the direction of the Setting Manager to ensure that the setting meets the requirements of the Early Years Foundation Stage for learning, development, and care for children, promoting continuous improvement.
- To deputise during the Setting Manager's absence should the need arise.
- To plan and maintain records.

Specific Accountabilities

- To assist the Manager to ensure that the provision meets the required Early Years Foundation Stage welfare requirements and promotes continuous improvement.
- To assist in delivering the standards of learning and development within the Early Years Foundation Stage framework.
- To have input into policies, procedures, and new documents.





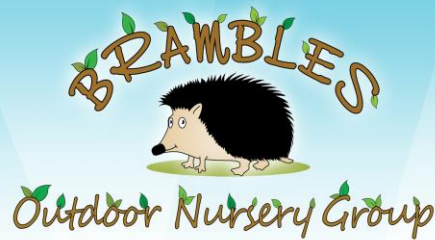
- To assist in the smooth running of the childcare provision.
- To ensure that all policies and procedures are implemented, in line with Early Years Foundation Stage welfare requirements.
- Carry out day to day administration and maintain records on children in accordance with the Data Protection Act 1998.
- Actively promote Brambles's commitment to safeguarding and promoting the welfare of children and young people.
- To participate/run staff meetings as appropriate.
- To participate in, and help to organise, events at the setting.
- To keep personal skills and knowledge up to date with current research and thinking by attending courses, reading, and participating in group discussions to meet any changes in legal requirements.
- Undertake Paediatric First Aid training as required ensuring that all First Aid administered is recorded in line with EYFS welfare requirements.
- Have regard for equality of opportunity in delivery, access, and attitude in all aspects of service delivery.
- To respect the confidentiality of information received about the children and their families.
- To be accountable for monitoring and ordering resources and equipment, reporting to the directors when necessary.
- To use our systems to maintain staff profile, ensuring staff qualifications DBS and suitability are current including supervisions.
- To ensure enrolment of children and ratios are maintained and accurate.
- To work in a flexible way when the occasion arises so that all tasks which are not in your job description are undertaken. The additional duties will normally be compatible with your regular type of work.
- To work outdoors as required during sessions in line with the aims of the setting.

Essential Criteria

Experience

- Experience of working within childcare.
- Commitment to continuing professional development.
- An understanding of the importance of confidentiality and the ability to deal sensitively with difficult situations.
- Working knowledge of The Early Years Foundation Stage.
- Child development.
- Supporting parents.
- Health and Safety issues.
- A commitment to continuously promote a culture of safeguarding.
- A commitment to equal opportunities.





Qualifications/Training

- Full and relevant Level 3 qualification as defined by the CWDC.
- Knowledge of Child Protection Procedures.
- Paediatric First Aid certificate.
- Basic Food Hygiene certificate.
- Willingness to undertake further training.

Practical Skills

- Organised and able to plan, prioritise and meet deadlines.
- Excellent written and oral communication skills.
- The ability to work as part of a multi-disciplinary team.
- Strong IT skills, with analysis and reporting abilities.
- Excellent verbal, written and numeracy skills.
- Strong attention to detail.

Personal Qualities and Attributes

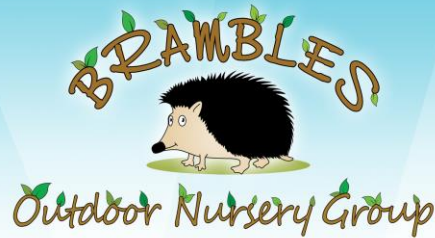
- A creative thinker.
- Solution focused.
- Able to work independently and on own initiative.
- Well-developed interpersonal skills and able to deal with colleagues, children and parents alike.
- Flexible approach to working.
- Ability to perform under pressure.
- **A love of the outdoors!**

**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 Directors. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.*

Benefits

- An employee childcare discount.
- Great salary.
- An additional day holiday for each year of service, up to a maximum of 5 years.
- Private Health Care through AXA once you have passed your probation period.
- The opportunity to use the Brambles Cholderton Family Pass.
- Training and Development Support.
- A yearly performance pay review.
- Mental Health Support Package.
- Christmas party.





Commitment to Safeguarding and Child Protection

We take the safeguarding and welfare of all children at our Nursery extremely seriously. Therefore, at all times our Practitioners will:

- Safeguard the children's wellbeing and maintain the public's trust in the Nursery.
- Provide a safe environment.
- Identify children who may be in need of extra help or who are suffering or are likely to suffer significant harm.
- Promptly raise any concerns to the Nursery's Designated Safeguarding Lead and work with other services as needed.
- Attend the relevant safeguarding training and relevant training as required.

Pre-Employment Checks

Any offer of employment will be subject to a number of vetting checks including but not limited to a satisfactory Enhanced DBS, a Child barred list check, qualifications, ID check and references.

Training and Development

Child protection, First Aid, Safeguarding and other relevant staff training is mandatory for staff and is provided online via EY Central or an in-house course.

