

The Nursery

Dodderhill School is an independent day school for children (3 to 7) and girls (8 to 16). Three years ago it opened The Nursery to extend its friendly, family ethos to very young children. With a separate Baby Room and a Nursery Room, The Nursery can care for up to 8 babies and 24 toddlers each day. Committed staff, a wide range of stimulating activities and excellent facilities mean that The Nursery is hugely successful and has a growing waiting list.

Our well-established team works well together to create an environment in which children can thrive and in which their parents can have complete confidence. Working closely with the Manager and Headmistress, the person appointed to this position will be able to make a significant professional and personal contribution to the development of this unique and special place.

DEPUTY MANAGER

JOB SUMMARY

Responsible To: Nursery Manager

Responsible For: Nursery Staff

Purpose of the Job: To provide high quality care
To fulfil legal and statutory requirements
To supervise staff on a day to day basis
To contribute to and implement nursery and school policies

Salary: Negotiable according to age and experience

Hours: Full Time: 40 hours on a shift rota basis to cover the opening hours

Holiday: The School's holiday year runs from 1 September to the end of August.
Holidays are to be taken as follows:

One week when the Nursery closes during July/August

One week when the Nursery closes at Christmas (this is inclusive of Christmas Day and Boxing Day)

10 days (pro rata) of your own choice after authorisation by the Nursery Manager
6 Bank Holidays

In addition to the above, for every year of full-time employment, you will be entitled to one day's additional holiday up to a maximum of 5 days

An additional allowance of up to 2 days per year is available for those who attend training courses outside normal hours.

Other Benefits: Free staff uniform provided
Stakeholder Pension Scheme available

- Qualifications:** Minimum NNEB, BTEC or NVQ 3; Level 4 or 5 qualification preferred
- Experience:** Minimum 5 years to include at least 12 months in a leadership/management role
- Hours of Work:** The Nursery is open between 8.00am and 6.00pm, 50 weeks of the year.
All staff are expected to be in The Nursery ready to start work by 8.00am

PERSON SPECIFICATION

Essential Criteria:

1. Ability to inspire trust and confidence in young children
2. Enthusiastic, well motivated
3. Friendly, flexible, hands-on approach
4. Management experience
5. Level 3 childcare qualification
6. Very good ICT skills
7. Very good understanding of child development, and of children's needs
8. Very good knowledge and understanding of 'Birth to Three Matters'
9. Experience of planning and implementing a pre-school curriculum
10. Excellent interpersonal skills
11. Ability to liaise well with parents
12. Ability to lead and support a team of adults
13. Very good knowledge and understanding of 'Safeguarding Children matters'
14. Commitment to equal opportunities and understanding of religious and cultural diversity
15. Ability to write clear reports
16. Health clearance for the role

Desirable criteria:

17. A Level 4 or 5 qualification
18. Knowledge and / or experience of Special Educational Needs issues within a childcare setting

To apply for this position please download and complete the Teacher Application form and return it to enquiries@dodderhill.co.uk by Monday 19 March.