

# Huish Nurseries

## Job Description – Deputy Nursery Manager



<b>Job Title:</b>	<b>Deputy Nursery Manager</b>
<b>Responsible to:</b>	Director of Nurseries
<b>Main purpose of post:</b>	<p>The Deputy Nursery Manager plays a key leadership role in ensuring the delivery of outstanding early years education and care in a safe, stimulating, and nurturing environment. Working closely with the Director of Nurseries and the Nursery Manager, this role involves supporting the operational management of the nursery, leading the staff team, and helping to create a culture of continuous improvement and high standards.</p> <p>This position is ideal for an experienced early years practitioner who is passionate about high-quality childcare and is looking to develop their leadership skills in a supportive and forward-thinking setting.</p>

### Key Responsibilities and Duties:

#### Leadership and Management:

- **Support the Director of Nurseries and Nursery Manager in overseeing the day-to-day operations of the nursery:**  
Work closely with the Director of Nurseries and Nursery Manager to ensure the smooth, safe, and effective running of the setting. This includes overseeing daily routines, staff deployment, resource management, and ensuring the nursery remains compliant with all statutory requirements and internal policies. You will help manage priorities, respond to challenges, and contribute to a positive and productive working environment.
- **Assume responsibility in the Manager's absence:**  
Take full operational responsibility for the nursery in the absence of the Manager, making informed decisions, ensuring staff are supported, and that care, education, and safety standards are maintained without disruption. You will confidently lead meetings, handle queries from parents and external agencies, and ensure continuity of leadership.
- **Lead, mentor, and support a team of early years practitioners:**  
Act as a role model to promote a culture of excellence, positivity, and professional growth. Provide guidance and emotional support to staff, offer on-the-job coaching, and support them in developing strong practice. You'll lead by example in interactions with children, families, and colleagues, and work to inspire confidence, accountability, and enthusiasm across the team.
- **Contribute to staff appraisals, training, and performance management:**  
Assist in the planning and delivery of appraisals, supervisions, and reflective practice sessions. Identify individual strengths and areas for development and help staff set clear goals for their progression. Participate in the design and facilitation of in-house training sessions and contribute to performance improvement plans when necessary, ensuring the team is confident, skilled, and motivated to deliver the highest standards of care and learning.

#### Childcare and Education:

- Lead by example to uphold and promote the nursery's philosophy and values alongside the Manager and wider team.

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- Provide a safe, caring, inclusive environment that models high expectations for care and early education, influencing team standards and behaviours.
- Guide and support staff in planning and delivering age-appropriate, stimulating activities that align with the EYFS and nurture each child's development.
- Oversee and monitor observations, assessments, and records of children's progress, offering feedback and identifying strategies for intervention or extension.
- Champion a nurturing, respectful approach that builds strong, positive relationships with children and fosters an emotionally secure environment.
- Lead on inclusive practice, ensuring that the individual needs of all children are met regardless of background, ability, or medical history, and model this for staff.

### Health, Safety, and Hygiene:

- Monitor the overall safety and hygiene of the nursery environment, ensuring that team members adhere to health and safety policies through supervision and coaching.
- Support team members in maintaining high standards of personal care, modelling respectful and sensitive assistance with toileting and hygiene routines.
- Lead on consistent daily routines and transitions, ensuring that staff understand and follow them to promote a calm, structured environment.
- Take a lead role in managing first aid, incident reporting, and safeguarding practices, ensuring all procedures are followed accurately and confidently by the team.
- Act as a safeguarding lead or deputy, ensuring concerns are addressed promptly, recorded accurately, and escalated appropriately.

### Food Preparation and Mealtime Assistance:

- Ensure mealtime procedures are followed by staff and meet food hygiene and allergy protocols, while fostering a positive social environment for children.
- Supervise staff during mealtimes, encouraging best practices in supporting children's independence, safe eating, and healthy food choices.
- Take responsibility for food hygiene checks and support team training in safe food handling.

### Cleaning and Maintenance:

- Oversee cleanliness standards throughout the nursery, ensuring staff maintain hygienic, hazard-free spaces that support children's exploration and safety.
- Lead the implementation of cleaning schedules and ensure all staff understand and carry out their duties effectively.
- Conduct regular checks and audits to maintain high-quality, engaging, and well-maintained learning environments.

### Teamwork and Collaboration:

- Foster a culture of openness, collaboration, and high standards across the staff team and between Huish nurseries.
- Contribute to team planning and reflective practice discussions, encouraging continuous improvement in childcare and education.
- Ensure professional conduct is upheld within and outside of nursery hours, representing the

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nursery's values at all times.

- Interpret and implement nursery policies and procedures with authority, ensuring staff understand their responsibilities.

### Parent and Carer Engagement:

- Build and maintain strong, professional relationships with families, acting as a key point of contact for communication and support.
- Lead initiatives to engage parents in nursery life, including events, learning journeys, and parent consultations.
- Confidently manage sensitive discussions with families around behaviour, development, or well-being, offering practical support and referrals where needed.

### Professional Development:

- Take a proactive role in your own professional development and encourage team members to do the same, identifying training needs and opportunities.
- Support new staff inductions and ongoing development by sharing knowledge and modelling best practice.
- Contribute to staff meetings, training sessions, and development planning with insights and recommendations that support team growth.
- Reflect on your leadership and childcare practice, seeking feedback and applying it to improve the nursery's overall quality of provision.

This job description is used as a guideline to assist you in your duties. It is not an exhaustive list and we would be pleased to discuss any constructive comments you may have. The evolving nature and changing demands of a nursery means that this job may be subject to change. You may, on occasions, be required to undertake additional or other duties within the context of this job description and according to the needs of the nursery.

The Richard Huish Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

### Agreed:

That the job description is a fair and accurate statement of the requirements of the job:

Job Holder: ..... Date: .....

Line Manager: ..... Date: .....

Designated Senior Manager: ..... Date: .....