

## Job Description

General Details	
Job title:	Deputy Nursery Manager (SaAS18-06RA)
School/Service:	Student and Academic Services
Normal Workbase:	Stoke campus
Tenure:	Permanent
Hours/FTE:	Part time, working 25 hours per week
Grade/Salary:	Grade 4
Date Prepared:	December 2018

Job Purpose
<p>To work in liaison with the Head of Service to deliver high quality childcare.</p> <p>Managing all aspects of Health and Safety, marketing, administration and finance.</p> <p>Supporting the delivery of the Statutory Early Years Foundation Stage; ensuring adherence to all registration and welfare requirements outlined by OFSTED.</p> <p>Providing day to day management of the childcare team in the nursery manager's absence.</p>

Relationships	
Reporting to:	Head of Childcare
Responsible for:	Kitchen Assistant and Early Years Educator Assistants
Key Relationships:	Head of Childcare, Nursery Manager, Health & Safety Officer/Advisor, children, parents, students, Student Services

Main Activities
<ul style="list-style-type: none"> <li>To liaise with the Head of Childcare to organise, monitor, review and implement appropriate day to day Health and Safety procedures in accordance with nursery and university policies and procedures, quality standards, health and safety, safeguarding and EYFS legislation</li> <li>To be responsible for carrying out, reviewing, monitoring and implementing of risk assessments, fire drills and safety walks / checks in-line with requirements set out in University, Nursery, Environmental Health and EYFS Safeguarding and Welfare requirements</li> <li>To organise and chair room health and safety briefings each term, reporting any identified concerns / actions to Head of Childcare</li> <li>To establish and maintain a safe environment and employ practices that promote children's health, safety and physical, mental and emotional well-being</li> </ul>

- To monitor and review accident, incident, medicine, absence and risk assessment records and report any concerns to Head of Service.
- To ensure the preparation, care, cleanliness and maintenance of the nursery playrooms, kitchen and equipment are carried out according to the policies and procedures, health and safety, risk assessments, food safety criteria and report any issues or breaches to Head of Childcare.
- To oversee the reporting and carrying out of essential repairs and maintenance requests report any outstanding Health and Safety concerns to the Head of Childcare.
- To ensure effective monitoring of the delivery of the Statutory Early Years Foundation Stage framework; identifying areas for development particularly linked to Health and Safety and reporting any concerns to the Head of Childcare
- To develop an annual marketing strategy in liaison with the Head of Childcare, co-ordinating parent partnerships events, organising and publishing marketing events, organising and coordinating fundraising activities, ensuring open day representation and developing key marketing materials
- Maintain customer feedback systems and report findings to Head of Childcare to inform future improvements
- To take the lead in proactively marketing the nursery through activity such as; presentations, student events, fund raising, open days, websites, tours as required out of usual working hours
- To support the securing of prospective customers through conducting nursery tours in the Head of Service or Nursery Managers absence
- To develop, review and maintain the nursery website; ensuring accuracy always
- To create and circulate Nursery News – Newsletter each term in liaison with the Head of Childcare
- To support and contribute to nursery policies and procedures in liaison with Head of Childcare
- To effectively monitor staff performance and report any concerns; as appropriate following University performance management procedures
- To support the recruitment of staff; shortlisting and conducting interviews with the Head of Service and Nursery Manager
- To identify staff development and training for support staff to ensure mandatory requirements are adhered to and practice is current.
- To support the nursery manager in undertaking informal and formal monitoring of practice and procedures giving constructive feedback to improve standards and practice
- In collaboration with Head of Childcare to ensure that the nursery's procedures on child protection are adhered to; supporting children, practitioners and parents, liaising and undertaking referrals to local children's services and attending child protection conferences as appropriate
- To organise and undertake annual staff appraisals, six monthly reviews for all support staff (Kitchen assistant and Early Years Educator Assistants)
- To attend and actively contribute to Childcare Management Team meetings
- To attend regular meetings with the Head of Childcare, to contribute to the strategic planning, monitoring, evaluation of the service, identifying key concerns, priorities and agreed actions to ensure consistency with best practice, regulatory and statutory requirements.
- To contribute to the completion of Nursery improvement plans and Ofsted self-evaluation forms
- To research, collate and provide recommendations for improvements to quality and practice in liaison with Head of Childcare
- To attend local authority Early Years meetings / briefings to ensure that the nursery receives all up to date information and support available
- To manage all administration and financial tasks within the nursery operation such as; creating registers of attendance, application and management of 2-5yr funding, milk claims, childcare vouchers, enrolment

processes, invoicing, raising and receipting orders etc.

- To ensure relevant documentation and information is provided, inputted and kept in accordance with Ofsted requirements and data protection laws in liaison with Head of Childcare utilising data management programmes such as; Childsplay
- To monitor and accurately record expenditure on allocated parts of the consumables budget effectively
- Order and receipt consumable items necessary for the operation of the service in liaison with the Head of Childcare following University financial procedures and processes
- To manage and update waiting list records, to take bookings and to offer places to ensure maximum utilisation of the service in collaboration with the Nursery Manager; recording utilisation and income and reporting any concerns to Head of Childcare
- In collaboration with Childcare Management Team monitor occupancy levels to ensure that they are maximised
- To be responsible for the issue of accurate invoices and the collection of nursery fees informing the Head of Service of any debts on a monthly basis
- To be responsible to create accurate invoices on financial systems such as; Oracle to request payment of services and chase debts
- To liaise closely with parents/carers to ensure high levels of involvement and customer satisfaction at all times resolving any issues as they arise in liaison with Head of Childcare
- To promote children and families' rights, equality, inclusion and anti-discriminatory practice in all aspects of the nursery
- To support and maintain legal ratio's as appropriate; providing hands on childcare as necessary
- To work collaboratively and cooperatively with all colleagues as part of a team
- To work shifts as appropriate and cover colleagues' absences as and when necessary
- To be proactive in engaging in self-reflection and the continuation of own professional development learning and attending training including mandatory courses such as; food hygiene, paediatric first aid, prevent and safeguarding
- To act as an ambassador/ advocate for the organisation and maintain a positive image of its ethos and objectives. Adhering to service professional standards and competencies framework
- To participate in key University events including Open Days, Visit Days, Welcome, and Awards Ceremonies; promoting the provision within Student and Academic Services as appropriate
- Any other duties or responsibilities as may reasonably be required by the Director of Academic and Student Services or Head of Student Services

### Special Conditions

This post is part time, working 25 hours per week. Hours of work will usually be 5 hours per day Monday to Friday between the hours of 7.50am - 6.00pm although some weekend work will be required to cover open days.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be subject to the University being satisfied with the outcome of an enhanced check of criminal records via the Disclosure and Barring Service (DBS). The successful applicant will be required to disclose all reprimands, warnings, cautions and convictions that are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013*. Certain spent reprimands, warnings, convictions and cautions are 'protected' and as such are not required to be disclosed. Any such protected offences cannot be

taken into account, when making recruitment and suitability decisions.

### **Professional Development**

The organisation is keen to support staff in achieving high standards and will expect continuous professional development to ensure up to date knowledge and technical skills in related areas.

### **Variation to Job Description**

The employer reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

### **Conditions of Service**

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

### **Informal Discussion**

Should you wish to discuss this vacancy informally before making an application please contact:

Amanda Sherratt 01782 294973 or Susan Hambleton 01782 294981 please call if you wish to organise a visit to the nursery prior to interview.

### **Application Procedure**

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

Please note that we will not consider a Curriculum Vitae attached in support of your application and will not use this document in the shortlisting process. Consequently, we would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

### **Guidance for Disclosure Applicants**

Please note that, if offered this position, the appointment procedure requires an Enhanced level of Disclosure with the Disclosure & Barring Service (DBS) (formerly CRB) as detailed above in the enclosed job description.

Enhanced Disclosures are for posts that involve a significant degree of contact with children or vulnerable adults. In general the type of work will involve regularly caring for, supervising, training or being in sole charge of such people.

A Disclosure is a document containing information held by the police and government departments. It can be used by employers to make safer recruitment decisions and is provided by the Disclosure & Barring Service (DBS), an executive agency of the Home Office. Disclosures will provide details of a person's criminal record including relevant cautions, convictions, reprimands and warnings held on the Police National Computer (PNC). Depending on the level of Disclosure it might also contain information held by government departments and local police forces.

In applying for a Disclosure the successful applicant will be provided with the relevant form and guidance notes supplied by DBS. The form must be completed and returned to Personnel Services together with various **original** documents confirming identity (full details will be provided at the time). The successful applicant will be required to disclose all reprimands, warnings, cautions and convictions that are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013*. Certain spent reprimands, warnings, convictions and cautions are 'protected' and as such are not required to be disclosed. Any such protected offences cannot be taken into account, when making recruitment and suitability decisions.

The completed Disclosure application form will be countersigned and forwarded to the DBS by Personnel Services.

The DBS will then undertake the necessary checks with the Police and other relevant authorities.

After all checks have been carried out, the DBS will send the Disclosure directly to the applicant, which will list any details obtained from those checks. This Disclosure must be presented to the Faculty to be scrutinised- details of whom this document must be presented to will be given at the time. In the event of the DBS check highlighting information held on any of the databases accessed, it may be necessary for a meeting to be convened with the successful applicant in order for an informed decision to be made as to whether or not this affects the offer of appointment. The final decision as to whether appointment can proceed will be made by the Director of Human Resources.

## Policy Statement on the Recruitment and Employment of Ex-Offenders

### Background

The first priority of Staffordshire University is the safety and welfare of children and vulnerable adults in our care, who use the services of the University or come into contact with members of the University. We intend to achieve this by exercising rigour and vigilance in employment-making; criminal record Disclosures are central to this.

Recipients of criminal record Disclosures must duly comply with the DBS Code of Practice as well as the University's policies and procedures. Disclosure information will be treated as sensitive personal data; recipients will follow the University's data protection and criminal record checking procedure when handling Disclosure information. The University will treat all applicants fairly judging people's criminal records on merit, in accordance with the law and in relation to the responsibilities of the post in question. The University will not subject anyone who discloses a criminal record to unfair treatment on the basis of convictions, subject to relevant legislation and reasonable judgement.

### Policy Statement

- As an organisation using the Disclosure & Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, Staffordshire University complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any

subject of a Disclosure on the basis of a conviction or other information revealed

- Staffordshire University is committed to the fair treatment of its staff, potential staff or users of its services, regardless of gender, race, nationality, religion or belief, disability, age, sexual orientation or trades union activity or offending background
- We have a written policy on the employment of ex-offenders which is available on the University's website
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all job advertisements and job descriptions will contain a statement that a disclosure will be requested in the event of the individual being offered the position
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to Personnel Services at Staffordshire University, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process
- Disclosure is required for all reprimands, warnings, cautions and convictions that are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013*. Certain spent reprimands, warnings, convictions and cautions are 'protected' and as such are not required to be disclosed. Any such protected offences cannot be taken into account, when making recruitment and suitability decisions
- We ensure that those at Staffordshire University who are involved in the recruitment process have been suitable trained to identify and assess the relevance and circumstances of the offences. We also ensure that they have received appropriate training and guidance in the relevant legislation relating to the employment of ex-offenders
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to a withdrawal of an offer of employment
- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment
- Having a criminal record is not necessarily a bar to working with us; this will depend on the nature of the position, the circumstances and background of offences.