



Little Angels

Fun Club & Nursery Ltd.



“Empowering our children, parents and staff to achieve”

Candidate Information Pack

Deputy Nursery Manager

February 2024

We are committed to safeguarding children and upholding equal opportunities in line with the Equalities Act. Any role with us is subject to an enhanced DBS check.

Dear Applicant,

Thank you for taking the time to learn more about this role. We are delighted that you are considering applying to join our staff team as a Deputy Manager.

We are looking for a Deputy Manager who is ambitious and passionate about the care and education of children – that will support and join our current team of experienced nursery nurses to achieve best outcomes for children.

Little Angels was originally established as a single setting childcare provider, the first of its kind in Cramlington, in September 1999 by Debbie and Ian Wylie when they were unable to find suitable childcare for their own son. The company has always been forward-looking, keen to provide the best care for children and the best training and support for staff.

The company now operates five sites, covering three local authorities as it has expanded opportunistically in response to a range of different situations. It won the tender for the Fenham setting in 2003; it entered Bedlington when parents asked Little Angels to take on a setting that had just gone into administration; it won a tender for childcare at Cramlington Village Primary School; and it was similarly successful in tendering for out-of-school club provision at Amberley Primary in Killingworth.

We are registered for around 500 children across all sites, and the company has developed a well-respected presence in the local communities that it serves. More than 20 years since its inception, Little Angels still seeks to provide the care and education that parents want and need as well as the personal touch and attentive feedback to families that help cement their trust and connection with the staff who care for their children. These qualities are the foundation on which Little Angels is built and embody the care that it offers.

Throughout the pandemic, our parents have remained very supportive of Little Angels and the care we have provided throughout the crisis, as we ensured that our settings continued to serve the needs of critical workers, their children and families, as well as vulnerable children during difficult times.

We are now looking for a Deputy Manager in Cramlington with flexibility to work across all our sites.

We hope to appoint someone who will successfully uphold and achieve the absolute best standards and outcomes for our children, families, and staff. You will be passionate about having an impact and making a difference to the lives of children, whether from vulnerable or privileged backgrounds. You will love spending time with the children, delivering inspirational learning. Be an excellent communicator and work alongside your team to achieve best experiences for children and their families.

What do I need to do if I want to apply?

Please read through the person specification and job description, and if you feel you meet the essential criteria, complete your application and return it to the email address here: office@littleangels.info. Please note the deadline for this role is **Friday 1st March 2024**.

We look forward to receiving your application,

Debbie Wylie
CEO

Deputy Manager Job Description

Post title	Deputy Manager
Salary range	£23,500 - £26,500 FTE
Location	Cramlington, with flexibility to work across all sites
Hours	40 hours per week
Holidays	FTE 28 days paid holiday (includes bank holidays.) An unpaid holiday scheme is provided for long service after two years rising to 33 days a year.
Additional Benefits	80% Childcare Discount Health and Wellbeing Support Package
Start date	As soon as possible
Responsible to	Nursery Manager
Safeguarding	Please note that Little Angels is committed to safeguarding children and all roles are subject to at least two satisfactory references and appropriate DBS checks.

Purpose of Post

1. To provide a high standard of physical, emotional, social and intellectual care for the children in the setting.
2. To support the manager and work as part of a team in order to provide an enabling environment in which all individual children are safe and can play, develop and learn to the best of their ability.
3. To build and maintain strong partnership working with parents to enable children's needs to be met.
4. Support the manager in meeting all statutory requirements eg. curriculum, Ofsted, welfare requirements etc.
5. To fully deputise for the nursery manager in their absence.

Responsible To:

Nursery Manager

Duties and Responsibilities

1. To assume the full duties of the Nursery Manager in their absence
2. To effectively deliver the EYFS ensuring that the individual needs and interests of children in the setting are met (in conjunction with other team members)
3. To keep records of your key children's development and learning journey and share with parents, carers and other key adults in the child's life as well as supporting other staff to do so.
4. To safeguard all children, understand the processes for reporting any safeguarding concerns and deputise as a Designated Safeguarding Lead in the manager's absence.
5. To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs.
6. To ensure the provision of a high-quality environment to meet the needs of individual children, having an awareness of any special needs, disabilities, family cultures and medical histories.
7. To advise the manager, or take responsibility in their absence, of any concerns eg. children, parents, the safety of the environment etc, and preserve confidentiality as necessary.
8. To ensure good standards of hygiene and cleanliness are maintained at all times and be responsible for the Welfare, Health and Safety standards appropriate for the needs of young children
9. To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
10. To be fully conversant with the EYFS Welfare Requirements and be fully up to date with the requirements of Keeping Children Safe in Education.
11. To support and engage in an effective staff team.
12. To contribute to and be involved in out of working hours activities, for example, training, staff meetings, social/fundraising activities etc.
13. To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment etc.
14. To liaise with outside agencies as required.
15. To work alongside the manager and staff team to ensure that the setting's philosophy is effectively fulfilled.

16. To develop your role within the team and help other team members to develop and progress by supporting the manager with meetings and appraisals.
17. To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
18. To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.
19. Fully follow accident reporting procedures. Ensure the manager is aware of any accidents before the parents are informed or deputise for the manager in their absence.
20. To participate in the training programmes of a wide variety of students and assisting or training staff (for example, placements and volunteers), by giving guidance and support.
21. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the manager or area manager.

Person Specification – Deputy Manager

Attributes	Criteria No.	Criteria	How Identified	Rank
<i>Relevant Knowledge and Experience</i>	1.	At least 2 years senior experience	Application/Interview	Essential
	2.	Evidence of successful leadership skills	Application/Interview	Essential
	3.	Excellent knowledge of the EYFS	Application/Interview	Essential
	4.	Knowledge of legislation relevant to Early Years such as EYFS, SEND, safeguarding children, Childcare Act 2006	Application/Interview	Essential
	5.	Experience working with children aged 0–5 years	Application/Interview	Essential
	6.	Knowledge of Child Development	Application/Interview	Essential
	7.	Experience of working in partnership with parents and other professionals	Application/interview	Essential
	8.	Experience in providing high quality enabling environments for children 0-5 years	Application/interview	Essential
	9.	Experience in an 'Out of school' setting	Application/interview	Desirable
<i>Education and Training</i>	10.	Relevant and recognised Early Years Degree	Application	Desirable
	11.	Early Years Management qualification	Application	Desirable
	12.	Qualified Teacher Status or EYP	Application	Desirable
	13.	Recognised Level 3 Early Years Qualification	Application/Interview	Essential
	14.	Recent Paediatric First Aid qualification	Application/Interview	Desirable
	15.	Basic Food Hygiene Certificate and other related training	Application/Interview	Desirable
	16.	Willingness to continue with professional development	Application/Interview	Essential
<i>Skills and Abilities</i>	17.	Excellent all round communication skills	Interview	Essential
	18.	To be able to demonstrate the ability to work independently and as part of a team	Interview	Essential
	19.	Keep up to date with developments in the sector and be able to read and disseminate new legislation	Interview	Essential
	20.	Computer literate	Interview	Essential
	21.	Good organisational/time management skills	Interview	Essential
	22.	Ability to remain professional at all times	Application/Interview	Essential
	23.	Ability to write reports and show good presentation skills	Interview	Essential
	24.	Able to demonstrate creative ability	Application/Interview	Essential
<i>Additional Factors</i>	25.	Understanding of Equal Opportunities	Interview	Essential

	26.	Awareness of Health and Safety and practical hygiene issues	Interview	Essential
	27.	Honesty and integrity	Interview	Essential
	28.	Clear understanding of the importance of confidentiality	Interview	Essential
	29.	Ability, flexibility and willingness to be adaptable and take on other responsibilities or duties as deemed necessary	Interview	Essential
	30.	Full drivers licence and transport	Application	Essential