



## HORRIS HILL SCHOOL

### Deputy Head of Nursery

<b>Job Title:</b>	Deputy Head of Nursery
<b>Reports To:</b>	Head of Nursery
<b>Working Time:</b>	40 hours per week, Monday to Friday, all year round
<b>Benefits:</b>	30 days holiday per annum, lunch provided
<b>Salary:</b>	Commensurate on Skills, knowledge and experience

As the nursery continues to grow in size, the opportunity has arisen at Horris Hill to join us as the Deputy Head of Nursery.

#### **Key responsibilities:**

- High standards of care and education, reflecting the values of Horris Hill Lower School
- Compliance with regulatory requirements
- Staff who feel supported and developed in their roles
- Positive and effective relationships with families.

#### **Key Tasks:**

##### **Childcare and Education**

- Assist with Leading the Nursery team to create and deliver a vision for a nurturing, calm and creative nursery setting with both outdoor and indoor play to foster curiosity, independence and confidence.
- Ensure that children are kept safe and that staff understand, and, when necessary, follow Safeguarding Procedures.
- Ensure that all children attending the Nursery receive rich and stimulating experiences appropriate to their age and stage of development.
- Promote high standards of quality within the Nursery in respect of the environment, resources and experiences offered to children.
- Ensure that practice and provision in the Nursery meets the requirements of the Early Years Foundation Stage.
- Assist with planning and delivery of timetable and provision of wide range of age appropriate activities.
- Promote and facilitate positive partnerships with parents/carers and other family members.
- Support the development of outstanding and improving practice with regards to special needs and inclusion.

- Support pre-school staff in delivering the Foundation Stage; ensure that provision in the Nursery meets the requirements of the local LA in relation to nursery education grant funding for three and four year olds.
- Assist with the coordination of a range of trips and visits to enrich the curriculum.
- Establish, develop and maintain highly professional working relationships with relevant Local Authority Departments, regulatory bodies and other agencies.
- Create and maintain a culture of high expectations, self-evaluation, reflective practice and continuous improvement throughout the Nursery.
- Take part in whole school activities and share the same culture in preparation for a smooth transition to the pre-prep.
- Promote the values and ethos of Horris Hill Lower School.
- Assistance to the Nursery Manager.

### **Health and Safety**

- Manage the day-to-day operation in order to ensure the health and safety of the children, their parents and carers, the team and any visitors to the Nursery.
- Adhere to all health and safety policy and procedure.
- Be fully aware of all emergency and security procedures.
- Be responsible for ensuring the Nursery remains compliant in respect of suitably trained staff with relevant first aid qualifications.
- Be responsible for ensuring that all staff receive necessary Health and Safety training.

### **Finance/Administration**

- Assisting with the Management of staff/pupil ratios and timetables.
- Maintain accurate session and staffing records and accounts for the Nursery and produce management information as required.
- Assisting with the Coordination of resource requests for department.
- Understand and utilise management systems and information to maximise efficiency.
- Facilitate inspections by regulatory bodies and implement any recommendations.
- Ensure accurate reporting in respect of session numbers, quality and standards.
- Attend regular meetings with the Head of Lower School and Headmaster.

### **Staff**

- Assisting with leading Team meetings.
- Develop open and positive working relationships with staff.
- Assist in the Induction, support, training and appraisal of Nursery staff to ensure delivery of outstanding quality childcare practice and continuous improvement.
- Liaise with the Nursery Manager to ensure the smooth running of the setting.

- Assist with the development of a well-qualified and experienced team able to meet and exceed all relevant standards.
- Identify training needs; develop training plans and evaluate and cascade training undertaken by staff.
- Work in conjunction with the Headmaster, Nursery Manager and Head of Lower School in disciplinary and grievance investigations and hearings.

### **Marketing and Recruitment**

- Promote the Nursery to current parents and potential families.
- Ensure that all staff develop and maintain friendly and professional relationships with parents and carers, leading liaison and managing all aspects of communication.
- Pro-actively represent Horris Hill and advance its interests in the local community.
- Be responsible for ensuring that all complaints and concerns are actively resolved in a timely manner and that these are reported to the Headmaster.
- Organise and lead parents' evenings, daily contact, home-school liaison and 'welcome' meetings.

### **General**

- Assistance in administrative duties associated with the Nursery, such as maintaining children's records, ordering equipment, maintaining inventories and keeping all regulatory records.
- Adhere to all school policies and procedures.
- Undertake any duties as reasonably requested by the Nursery Manager.
- Ensure the safety and well-being of children at the School by adhering to and complying with the School's Child Protection and Safeguarding Policy at all times. Horris Hill School is committed to safeguarding children and promoting the welfare of children and young people and expects all employees, workers and volunteers to share this commitment.
- Attend training and staff INSET sessions organised by the School.
- Adhere at all times to Health and Safety legislation, and all school policies and procedures, to ensure their own safety and that of colleagues as well as pupils and visitors.
- High standards of care and education, reflecting the values of Horris Hill Lower School
- Compliance with regulatory requirements

### **Person Specification**

- A positive can-do attitude
- Nurturing and patient disposition
- Good organisational, record keeping and planning skills
- Punctuality and flexibility – occasionally having to work additional or different hours due to Parents Evening
- Caring and approachable
- Ability to work in small teams
- Ability to engage with teachers, parents and work colleagues within the school and wider team.

## Skills & Qualifications

- Commitment to safeguarding and promoting the welfare of children
- Excellent communication skills, with children, colleagues, advisors and parents/carers
- Patience
- A positive approach to inclusive practice, with children and colleagues
- Experience in Assisting with the management of a team would be an advantage
- Level 3 Early Years Qualified to a minimum

## Recruitment Process

Candidates are required to submit a completed application form together with a supporting letter outlining the extent to which they can demonstrate their ability to do the job and meet the criteria indicated. An application pack can be downloaded from the school website [www.horrishill.com/vacancies](http://www.horrishill.com/vacancies).

Please submit applications to [p.bright@horrishill.com](mailto:p.bright@horrishill.com)

You should provide details of two referees and one must be your current or most recent employer. References will be taken prior to interview unless specifically requested.

**Applications will be considered as they are received therefore early applications are encouraged. Short-listed candidates will be contacted and asked to attend an interview soon after. Employment will commence, subject to the satisfactory completion of all pre-employment checks, as soon as possible after this.**

## Appointments

The School is committed to safeguarding and promoting the welfare of children and questions will be asked at interview to assess the suitability of candidates to work with our children. A copy of the school's Safeguarding and Child Protection Policy is available to download from the School's website.

All appointments are subject to a satisfactory enhanced Disclosure & Barring Service check (including a check against the Children's Barred List) and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check and a self-declaration of childcare disqualification. Please see the enclosed Safer Recruitment Policy for further details.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have.

## Further Information

If you require any further information please don't hesitate to contact Mrs Paola Bright, Bursar on 01635 40594 or email [p.bright@horrishill.com](mailto:p.bright@horrishill.com)