JOB DESCRIPTION

DEPUTY TEAM LEADER

BOLTON SCHOOL NURSERY

MAIN PURPOSE OF JOB:

To ensure that the children in attendance at Bolton School Nursery receive the highest possible standard of childcare and professional practice.

MAIN DUTIES:

Deputy Team Leader Responsibilities:

- As a Deputy Team Leader it is essential that you are a support system to your Team Leader and also to the other Team members within your designated play area, in the absence of your Team Leader.
- You must always consider the dynamics of your immediate nursery team. In the absence of the Team Leader it is important to remember that you have the role of co-ordinator.
- You must make sure that at all times the children within your care experience a warm and stimulating environment.
- You must make sure that the relevant documentation and registers are completed for legal and nursery requirements in the absence of the Team Leader.
- You must support parents and staff at all times and handle difficult situations with professionalism at all times.
- You must make sure that the designated playroom is in accordance with the Children’s Act 1989 and with the Bolton School Nursery policies.
- You must ensure that the Deputy Manager/Nursery Manager is aware of any shortfalls within your designated room.
- You must be committed to attending any extra meetings out of works time and also any social functions to support the nursery.
- You must support the Nursery Manager and Deputy Manager in the development of Bolton School Nursery and its personnel.

Nursery Duties Specific to the Care of the Young Child:

- To attend to any child’s physical, emotional, social and cognitive needs whilst offering the child the opportunity to advance in their language development.
- To supervise children at snack and mealtimes, nurturing good manners and social skills.
- To assist in the planning, implementation and participation in variety of activities by age/stage of development appropriate to the child.
- To be aware of each child’s ability encouraging and developing their self-esteem and independence during the day.
- To follow the Nursery and Foundation Equality Policies by ensuring that you deal fairly with all children, parents and other adults at all times, showing awareness of others’ protected characteristics, as defined in the Equality Act.
- To recognise the role that parents have already played in the early education of their child and that their continued involvement is crucial to successful learning.
- In consultation with the Nursery Manager, team leaders and parents, assist in identifying a suitable care plan when accommodating children with special needs.
- To ensure that the nursery is a safe and healthy environment. To report any concerns or problems to our health and safety co-ordinator, who in turn will advise the Nursery Manager/Deputy Manager.
- To seek advice of a designated first aider in the event of a child having an accident at nursery. To ensure completion of any necessary documentation at the time.
- To ensure and maintain the health, personal hygiene and dignity of each child in the Nursery.
• To carry out any other duties as may be required within the position of Nursery Nurse. 
  To implement the necessary health and safety, fire, accident and emergency procedures in accordance 
  with Bolton School Nursery’s policies.
• To carry out all nursery tasks in accordance with the shift/rota system. It may be necessary to carry out 
  additional duties, temporarily, in the absence of colleagues.
• To liaise with colleagues when finishing a shift, advising them of any information which is to be relayed 
  to the parents when the child is collected from Nursery.

General Duties:

• Comply with and promote the Foundation’s Health and Safety Policies and Procedures and maintain a 
  safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the 
  health, safety and welfare of yourself and other persons.
• To be familiar with relevant policies and procedures and to take responsibility for promoting and 
  safeguarding the welfare of the children and young people in School.
• Carry out any other reasonable duties as may be required from time to time within the context of the 
  post.
## PERSON SPECIFICATION

### DEPUTY TEAM LEADER

#### BOLTON SCHOOL NURSERY

<table>
<thead>
<tr>
<th>EDUCATION/TRAINING/QUALIFICATIONS</th>
<th>ESSENTIAL/ DESIRABLE</th>
<th>EVIDENCE</th>
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</thead>
<tbody>
<tr>
<td>CACHE Level 3 Diploma in Childcare and Education or equivalent qualification.</td>
<td>Essential</td>
<td>Application Form</td>
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<tr>
<td>EYP or EYT Status or higher teaching/child care qualification.</td>
<td>Desirable</td>
<td>Application Form</td>
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<tr>
<td>Paediatric First Aid certificate</td>
<td>Desirable</td>
<td>Application Form</td>
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<tr>
<td>GCSE Mathematics and English at grade A-C.</td>
<td>Essential</td>
<td>Application Form</td>
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<tr>
<th>KNOWLEDGE/EXPERIENCE</th>
<th>ESSENTIAL/ DESIRABLE</th>
<th>EVIDENCE</th>
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<tbody>
<tr>
<td>Experience of providing childcare for age 0 to 4 to a high professional standard.</td>
<td>Essential</td>
<td>Application Form &amp; Interview &amp; References</td>
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<tr>
<td>Proven skills in childcare.</td>
<td>Essential</td>
<td>Application Form &amp; Interview &amp; References</td>
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<tr>
<td>The ability to plan and organise relevant activities.</td>
<td>Essential</td>
<td>Application Form &amp; Interview</td>
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<td>Proven ability to communicate effectively with staff and parents.</td>
<td>Essential</td>
<td>Interview</td>
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<tr>
<td>An understanding of the requirements of inspection.</td>
<td>Desirable</td>
<td>Interview</td>
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<thead>
<tr>
<th>PERSONAL SKILLS AND ATTRIBUTES</th>
<th>ESSENTIAL/ DESIRABLE</th>
<th>EVIDENCE</th>
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<tbody>
<tr>
<td>To able to work as part of a team, but also in a leadership role.</td>
<td>Essential</td>
<td>Application Form &amp; Interview</td>
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<tr>
<td>Ability to lead and manage a nursery team in the absence of the Team leader.</td>
<td>Essential</td>
<td>Application Form &amp; Interview</td>
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<tr>
<td>Competent and resourceful, able to use own initiative.</td>
<td>Essential</td>
<td>Interview &amp; References</td>
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<td>Caring, kind and approachable.</td>
<td>Essential</td>
<td>Interview &amp; References</td>
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<tr>
<td>Excellent team worker.</td>
<td>Essential</td>
<td>Application Form &amp; Interview &amp; References</td>
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<tr>
<td>Conscientious and hardworking.</td>
<td>Essential</td>
<td>References</td>
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<td>Ability to work calmly when under pressure.</td>
<td>Essential</td>
<td>Interview &amp; References</td>
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<td>Innovative and creative.</td>
<td>Desirable</td>
<td>Application Form</td>
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<td>Able to adapt to new situations.</td>
<td>Desirable</td>
<td>Application Form &amp; References</td>
</tr>
<tr>
<td>A flexible approach to work.</td>
<td>Desirable</td>
<td>Application Form &amp; Interview &amp; References</td>
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<tr>
<td>Caring and kind especially in relation to children</td>
<td>Essential</td>
<td>Interview &amp; References</td>
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TERMS AND CONDITIONS

DEPUTY TEAM LEADER

BOLTON SCHOOL NURSERY

SALARY

The salary will be between point 16 and point 18 (£18,319 and £18,870) on the Bolton School Support Staff Salary Scale, dependent on skills and experience. Pro-rata for part time employees of the School.

HOURS OF WORK

Contractual hours are 37 per week, Monday to Friday. Hours are to be worked on a shift system will be variable according to the needs of the Nursery.

HOLIDAY

20 days annual holiday, additional days holiday between Christmas and New Year plus eight public holidays. Pro-rata for part time employees of the School.

LINE MANAGEMENT

Nursery Manager

PENSION

The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 9%. If you choose not to join the Group Personal Pension scheme and you fall into the category of “eligible worker” you will be automatically enrolled into the School’s alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 3% of “qualifying earnings” and the School will contribute 2%. Further details are available upon appointment.

OTHER BENEFITS

- Where appropriate fee remission arrangements will be offered for children to attend the Senior School.
- In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.
- Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.
- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- Life Assurance cover.
- Lunches will be provided free of charge on campus.
- Training and Development Opportunities will be offered.
- Payment whilst absent will be in accordance with the current National Joint Council for Local Government Services Pay and Conditions of Service, as defined in the National Agreement on Pay and Conditions of Service Document.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked. After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children’s Barred

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List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

As this role involves either working in early years provision, providing out of school care for children who have not attained the age of 8 or the direct management of such provision, satisfactory completion of a self-declaration form to confirm that the successful candidate has not been disqualified from working with children and that they have not been disqualified by association, i.e. others in their household are disqualified, will be required.

The successful applicant will be required to complete a six month probationary period.