

Job Description

Purpose of the Role:

To support the nursery manager/lead nursery teacher in the effective day-to-day running of the preschool, ensuring high standards of care, education and safeguarding at all times. The deputy nursery manager will be the DDSL for the setting and will provide leadership and management support to nursery staff, role-modelling outstanding practice at all times and step into the nursery manager's role in their absence.

Reporting To: Headteacher
Head of Pre-Prep
Nursery manager/lead nursery teacher

Key Responsibilities

Main Duties

- Assist in the overall management of the nursery, including staff supervision, curriculum planning, and daily operations.
- Take responsibility for the nursery in the absence of the manager.
- Act as Deputy Designated Safeguarding Lead (DDSL), supporting the implementation of safeguarding policies and procedures in line with statutory requirements.
- Lead and motivate the nursery team to deliver the highest standards of care and education.
- Support staff development through mentoring, training, and performance reviews.
- Deliver and monitor a stimulating EYFS curriculum tailored to 3 year olds.
- Ensure the EYFS (Early Years Foundation Stage) framework is effectively implemented.
- Promote a child-centred approach to learning, encouraging curiosity, creativity, and independence.
- Maintain accurate records of children's development, attendance, and safeguarding concerns including an online journal system fostering communication with parents and carers.
- Build strong relationships with colleagues, parents, carers, and external agencies.
- Ensure compliance with all relevant legislation, policies, and procedures, including safeguarding and health & safety.
- Lead by example in providing high-quality care and education.

Performance Management

- Participate positively in performance management and monitoring procedures.

Further Training and Development

- Keep abreast of recent educational developments.
- Participate in arrangements for further training and professional development as a teacher by attending INSET and CPD courses including paediatric first aid.

Other Responsibilities

- Contribute to the spiritual and social life of the School and actively promote and support the Christian ideals of a Roman Catholic school.
- Promote good relationships at all levels and treat with sensitivity and professionalism any confidential information concerning individuals gained in the course of a working day.

- Uphold the staff behaviour policy and all school policies and procedures.
- Undertake any other specific duties which the Headteacher may reasonably direct from time to time.
- Be prepared to accept changes in the above items as required by the needs of the school, and for personal and professional development.
- Attend and support events including those outside school hours.

This list provides a general summary but it is expected that the post holder will undertake any other duties commensurate with the level of responsibility of the post, as directed by the head teacher. This job description should be seen as enabling rather than restrictive and is subject to annual review.

Person Specification

Qualifications	Essential or desirable
Full and relevant EYFS qualification at level 3 or above	E
GCSE Maths and English at grade 4 or above (or equivalent)	E
Paediatric First Aid	D
Experience	
Experience working with 3 year olds in an early years or nursery setting	E
Proven ability to plan and deliver EYFS-based activities	E
Experience in a supervisory or leadership role	D
Experience as a DSL/Deputy DSL	D
Skills/Knowledge	
Strong leadership and team management skills	E
Sound understanding of child development and safeguarding practices	E
Strong knowledge of EYFS framework and statutory guidance	E
Ability to build effective relationships with children, parents, and colleagues	E
Ability to lead, support, and motivate a team	E
Excellent communication and organisational skills	E
Good IT skills	E
Ability to contribute personalised content to an online journal for parents and carers	D
Personal attributes	
High expectations for all children and staff	E
Committed to upholding and promoting the ethos and values of Holy Cross Preparatory School	E
Calm, approachable, and resilient	E
Reliable, flexible, and able to work under pressure	E
Have a high level of personal integrity, with complete respect for confidentiality	E
Possess an “I can do” attitude	E
Able to work independently and as part of a team	E