



JOB DESCRIPTION

Job Title:	Deputy Nursery Manager
Hours:	Full time
Status:	Maternity cover

Responsible to: Nursery Manager

Job Purpose:

The Deputy Nursery Manager will assist the Assistant Head EYFS in the effective leadership, management, and daily operation of Queen's Nursery. They will deputise in the absence of the Assistant Head EYFS, support the leadership of staff, hold responsibility for a designated room, and contribute to ensuring the highest standards of care and education in line with the Queen's College ethos, EYFS, ISI, Ofsted, safeguarding, and health and safety requirements.

The post holder will act as a role model, mentor, and ambassador for the nursery, supporting the development of staff, children, and partnerships with parents and external professionals.

Main Duties:

Key Responsibilities

Leadership & Management

- Deputise for the Assistant Head in their absence.
- Provide leadership to staff teams, particularly within a designated room, ensuring high standards of practice.
- Mentor, supervise, and support less experienced staff, students, and apprentices, fostering professional development.
- Assist in staff deployment, room organisation, and ensure daily routines are effectively implemented.

- Undertake responsibility for specific areas of nursery provision or projects as directed by the Nursery Manager.

Safeguarding, Compliance & Health and Safety

- Promote and safeguard the welfare of all children in line with the Children's Act, EYFS, and Queen's College safeguarding policy.
- Ensure staff understand and adhere to safeguarding, confidentiality, and child protection procedures.
- Maintain health and safety standards, carrying out regular risk assessments for activities, equipment, and environments.
- Record and report accidents, incidents, and concerns appropriately.
- Ensure compliance with Ofsted, ISI, EYFS, and other statutory regulations.
- Be trained in and administer first aid when necessary, keeping accurate records.

Child Development & Curriculum

- Plan, implement, and evaluate high-quality programmes of learning and care that meet the physical, emotional, social, and developmental needs of all children.
- Ensure effective systems are in place to track children's progress, including child profiles, two-year checks, and transition assessments.
- Support the SENCo in implementing individual child action plans and ensure inclusion for all children.
- Encourage children's independence, resilience, and safe approaches to risky play.
- Maintain a stimulating, safe, and welcoming environment that promotes positive values and behaviours.

Partnership & Communication

- Build strong, professional relationships with parents and carers, ensuring effective two-way communication about children's progress and needs.
- Represent the nursery to prospective families, the wider community, and external agencies; conduct tours as required.
- Work collaboratively with external professionals such as speech and language therapists, health visitors, and social services.
- Support the wider College initiatives, including under-5's holiday provision.

Operational Responsibilities

- Assist in day-to-day administration and operational management of the nursery.
 - Oversee nutritional and physical care needs of children, ensuring allergies, diets, and medical requirements are appropriately met.
 - Ensure room environments are clean, safe, hygienic, and well organised.
 - Undertake nursery duties across different rooms when required, maintaining flexibility.
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General Duties

- Uphold the ethos of Queen's College.
- Respect confidentiality and data protection policies at all times.
- Participate in staff meetings, training, and CPD activities.
- Contribute to the positive reputation of Queen's Nursery and the wider College community.
- Undertake additional duties as reasonably required, commensurate with the role.

Person Specification

Qualifications & Experience:

- Level 3 Early Years qualification (Level 5 or working towards desirable).
- Paediatric First Aid qualification (or willingness to obtain).
- Proven experience in supervising or leading within an early years setting.
- Strong knowledge of EYFS and child development.

Skills & Competencies:

- Excellent leadership, organisation, and people management skills.
- Effective communication and partnership-building abilities.
- Ability to remain calm under pressure and make sound decisions.
- Strong commitment to safeguarding and equality.
- Enthusiastic, flexible, and proactive approach to work.

Child Protection and Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child (KCSiE 2025).

You must comply with the Queen's College Child Protection and Safeguarding Policy and Procedures and the requirement to report any concerns relating to the safety or welfare of children.

Additional Duties:

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College.

The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject.

December 2025

This job description is current at the above date. In consultation with the post holder it is liable to variation by the School to reflect actual, contemplated or proposed changes in or to the job.