



## **Job Description and Person Specification**

**Job Title** Deputy Nursery Manager - Centro Infantil Menchú

**Reports to** Menchu Nursery Manager

**Hours per Week** 40 hours (full time) from Monday to Friday

**Contract** Permanent, starting November 2021

**Salary** £24,440 - £27,060 per annum, depending on experience and qualifications

**Pension** Government Workplace NEST Pension Scheme 5% contribution

## **Job Purpose**

Latin American House (LAH) is an organisation led by and for Latin Americans in the UK. Our work is dedicated to support the needs of the Latin American community in London and beyond, particularly those disadvantaged or at risk, for example those in low paid jobs, facing barriers to social protection, elderly and without skills or knowledge of the system. The individuals and families using our services benefit from efficient and practical support, learn new skills and improve their own opportunities. We strive to provide essential tools to Latin Americans to empower them in their pursuit of personal and social change. Our Children Education project currently comprises a nursery for toddlers ages two to four and a Spanish Saturday School for children aged five to eleven years old.

Centro Infantil Menchú (Menchu Nursery) is our early years project, one of the first of the organisation founded in 1983. It started as a creche and became one of the first Spanish-speaking nurseries in London. It is a bilingual English-Spanish nursery rated Good by OFSTED and it constitutes a place where children from different backgrounds play and develop their cognitive skills by hearing and learning our mother tongue.

The purpose of the nursery deputy manager role is:

- To work alongside the nursery manager to ensure a high standard of physical, emotional, social and intellectual care and education for children attending the nursery.
- To assist the nursery manager with administrative duties and support all other personnel within the nursery to ensure the nursery has a strong, reliable and consistent team.
- To be responsible for the day to day management of the nursery in the absence of the manager in terms of record keeping, liaising with parents and outside agencies and general administrative duties.
- To ensure that Centro Infantil Menchú becomes widely recognised and sought-after among parents of the Latin American communities. You will promote the Spanish language and Latin American cultures among the local community.

## **Main Duties and Responsibilities**

### **1. Nursery Administration**

1. To contribute to the running of the nursery, ensuring compliance with the Statutory Framework for the early years foundation stage, Health and Safety legislation and OFSTED requirements.
2. To keep abreast of policies to ensure high standards of child care throughout the nursery.
3. To abide by Health and Safety and Children Safeguarding guidelines at all times and share responsibility for your own safety and wellbeing and that of colleagues.
4. To participate in meetings (i.e. with parents, staff, volunteers and professionals involved in the nursery).
5. To develop links with local organisations and Social Services and other entities as required.
6. To maximise and ensure the most optimal use of the nursery for children throughout the year.

### **2. Children's Welfare and Working in Partnership with Parents and Other Professionals**

1. To ensure all staff are aware of and follow the relevant procedures in the case of accident, injury or child protection and that relevant risk assessments are conducted.
2. To act as the Child Protection Designated Person.
3. To build links and work in partnership with parents, carers and professionals to promote the well-being of children.
4. To organise and liaise with parents over admissions to nursery and to school.
5. To work with children with Special Educational Needs.
6. To encourage continuity of children on the Spanish Saturday School after leaving the nursery.
7. To encourage the use of the Spanish language and knowledge of Latin American cultures

### **3. Health and Safety**

1. To ensure that care, cleanliness, maintenance and preparation of the nursery areas are carried out to the required standards in accordance with H&S policies and regulations, and risk assessments.
2. To be responsible together with the Nursery Manager for the overall security of the nursery.
3. To participate in the assessment, selection and maintenance of equipment.
4. To ensure that appropriate physical care is given to all children at all times.

### **4. Children's Learning and Development**

1. To contribute to the implementation of activities, ensuring that stimulating experiences and activities to promote children development are delivered in accordance with the EYFS Framework
2. To contribute to the development and wellbeing of all children.
3. To ensure that adequate monitoring and records are kept regarding the physical, social, emotional and intellectual development of children.
4. To ensure compliance with equality and diversity guidelines and give due consideration to the ethnic, cultural, linguistic and any other backgrounds of families.
5. To take responsibility within the team for the "key person" role of a group of children, as defined by the EYFS, including planning, evaluation, observation, assessment, report writing, record keeping and attending meetings, case conference reviews, consultation with parents/carers etc.

## **5. Staff Management, Development and Training**

1. To provide effective leadership by example.
2. To empower your team by making best use of their knowledge, skills and motivations.
4. To maintain and improve your knowledge, skills and competence, in accordance with LAH and OFSTED regulations in regards to Continuing Professional Development by:
  - Attending training, events and development opportunities as agreed with your manager.
  - Attending regular one-to-one sessions, supervision and other meetings as required.

## **6. Nursery Development**

1. To contribute to the evaluation and management of development plans, staffing and resources.
2. To ensure that marketing of the nursery takes place in advance and throughout the year.
3. To contribute ideas to the fund-raising activities on behalf of the Nursery.
4. To develop awareness of the Nursery in the local and Latin American communities.

## **7. General Duties**

1. To contribute to the overall objectives of the Latin American House.
2. To submit regular reports to the line manager.
3. To ensure nursery staff and clients are aware of the Latin American House activities and services.
4. To carry out any other duties appropriate to the post as requested by the line manager to ensure the effective delivery and development of the service.

## **8. Flexibility**

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by the line manager.

## Person Specification

Requirement	Essential	Desirable
Education, training and qualifications	CACHE or NVQ Level 3 or above qualification in Childcare and Education or a recognised equivalent. Paediatric First Aid certificate.	NVQ Level 4 or Early Years Teacher Status (EYTS)
Skills and knowledge	<p>Working knowledge of EYFS statutory framework, safeguarding children, and child development.</p> <p>Understanding of the Nursery's role in meeting the needs of families and encouraging parental participation.</p> <p>Computer literate with knowledge of basic packages e.g. Google Suit, Tapestry.</p> <p>Able to work independently with little supervision, and to take initiative.</p> <p>Awareness of the latest developments in child care practice.</p> <p>Knowledge and understanding of children's development and needs.</p> <p>Good communication and interpersonal skills</p>	<p>Problem solving and creativity.</p> <p>Able to function effectively under pressure.</p> <p>Ability to support and supervise staff.</p>

Experience	<p>Experience working with children in the Early Years.</p> <p>Experience working with children with special needs.</p> <p>Experience of liaising with professional bodies e.g. OFSTED, local authority and training providers.</p> <p>Knowledge and understanding of anti-discriminatory legislation.</p>	<p>At least two years of experience in an OFSTED Outstanding nursery.</p> <p>Experience of marketing and advertising.</p> <p>Experience in a supervisory role.</p> <p>Experience working with Brent and Camden Councils and communities.</p>
Personal attributes	<p>Passionate about helping children to develop to their full potential.</p> <p>Highly motivated and enthusiastic.</p>	
Other requirements	<p>Fluency in Spanish and English both written and spoken.</p> <p>Able to work shifts between 8am-6pm from Monday to Friday.</p> <p>Ability to promote equal opportunities in education.</p>	<p>Spanish as a mother tongue and proficient in both English and Spanish.</p>

**Other requirements:**

This post is subject to an enhanced DBS (Disclosure Barring Service) check.

You might be requested to participate in occasional organisational activities on the weekends and/or outside your working days/hours.

This job description outlines the current main responsibilities of the post, however, the duties of the post may change and develop over time and the job description may be amended in consultation with the post holder.

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