

Deputy Nursery Manager – Job Description & Person Specification

Reports to: Head of Nursery and Headteacher of The Buchan School

Location: Buchan Nursery, Isle of Man

Contract Type: Full Time (37.5 hours/week)

Job Purpose

To support the Head of Nursery in the effective day-to-day management of the Buchan Nursery, ensuring a safe, nurturing, and stimulating environment for children. The Deputy Manager will lead by example, contribute to high standards of care and education, ensure full compliance with safeguarding practices and support the ongoing development of staff and practice, including outdoor learning in areas such as the Rose Garden and Forest School.

Main Duties and Responsibilities

Leadership & Management:

- Support the Head of Nursery in leading the team and managing daily operations.
- Take charge of the nursery in the absence of the Head of Nursery.
- Maintain full knowledge of nursery policies, procedures, and accreditation standards.
- Conduct inductions, supervision, and probation reviews for new staff.
- Lead staff meetings, manage rotas and registers, and oversee timetabling.
- Assist with recruitment, training and ongoing development of staff.
- Contribute to staff appraisals and performance management.
- Support planning and forecasting related to staffing and enrolment.

Curriculum, Planning & Assessment:

- Oversee delivery of the EYFS curriculum across the nursery.
- Support and monitor planning and observations to ensure quality and consistency.
- Lead planning of activities across indoor and outdoor areas including Forest School and the Rose Garden.
- Be responsible for assessment tracking and reporting.
- Ensure individual needs of children are met, including those with SEND.
- Oversee use of Tapestry and other nursery management systems.

Safeguarding, Health & Safety:

- Act as Deputy Designated Safeguarding Lead and follow all safeguarding policies.
- Ensure daily risk assessments are completed and environments remain safe.
- Understand and administer first aid (Paediatric First Aid training desirable).

- Ensure cleanliness, hygiene and compliance with all Health and Safety standards.
- Liaise with the school medical team regarding complex needs.

Partnership & Communication:

- Build strong relationships with parents and carers, ensuring open communication.
- Lead and deliver thorough handovers and contribute to parent consultations.
- Support effective communication with external professionals and agencies.
- Promote the ethos and values of the Nursery and School.

Professionalism & Compliance:

- Work with integrity and confidentiality at all times.
- Ensure compliance with all school and nursery policies and practices.
- Contribute to the Nursery Development Plan and continuous improvement efforts.
- Attend events and training outside of regular working hours when required.
- Model professionalism and reflective practice.

Person Specification

Essential:

- Level 3 or higher qualification in Early Years Education or equivalent.
- Minimum of 2 years' experience in a senior or managerial nursery role.
- Strong understanding of EYFS and child development.
- Experience with safeguarding and child protection procedures.
- Leadership and team management skills.
- Ability to plan, assess, and deliver a broad curriculum.
- Excellent communication skills, both verbal and written.
- Experience using Tapestry or other nursery management software.
- Track record of CPD and commitment to professional growth.

Desirable:

- Management qualification.
- Forest School or outdoor learning training.
- SEN experience or relevant qualifications.
- Paediatric First Aid or specialist medical training.
- Experience in recruitment and staff development.

Alignment with EYFS & Isle of Man Minimum Standards – Deputy Nursery Manager

Early Years Foundation Stage (EYFS)

This role supports the EYFS (Effective: 1 November 2024) by ensuring that:

- All seven areas of learning and development are promoted through child-centred planning.
- Children are safeguarded and their welfare is prioritised (EYFS Section 3).
- Ongoing assessments (e.g., observations uploaded to Tapestry) inform planning and individual support (EYFS Section 2).
- Play, exploration, and positive relationships are central to practice, following the EYFS four guiding principles.
- Practitioners act as key persons to support children's individual needs (EYFS Section 3.27).

Isle of Man Day Care Minimum Standards (Amended 2022)

This job role is also designed to fully comply with the Isle of Man Child Day Care Centre Minimum Standards, including:

- Standard 3: Care, Learning and Play – planning, observing and meeting children's individual needs.
- Standard 6: Safety – conducting daily risk assessments and ensuring secure environments.
- Standard 13: Safeguarding – understanding responsibilities and reporting concerns appropriately.
- Standard 10: Additional Needs – supporting inclusion and individualised planning.
- Standard 2: Organisation – maintaining ratios, deploying staff effectively, and supporting development of qualifications.

Both roles also demonstrate strong alignment with Standard 12 (Partnership with Parents), Standard 1 (Suitable Person), and Standard 14 (Documentation), ensuring all professional and regulatory expectations are met.