



Deputy Nursery Manager

Full-time (40 hours per week), permanent

Starting salary £32,435 (range £32,435 to £36,158)

If you have a passion for delivering high quality care and education for young children, we have a wonderful opportunity for you to come and join our small, friendly team of Nursery professionals as a Deputy Nursery Manager. You will play a key role in providing exceptional physical, emotional, social, intellectual and educational care for all our children. As well as your hands-on childcare duties, you will be integral to the running of the Nursery, providing support for management activities, deputising for the manager in their absence, supervising staff and using your professional expertise to contribute ideas and initiatives, model best practice and provide support and guidance to the team. You'll also act as the Special Educational Needs and Disability Coordinator (SENDCO) and will have opportunities for training and development in relevant areas of interest.

You will need to hold a level 3 or above early years qualification and have significant relevant experience in a childcare setting, with the ability to lead and encourage staff to deliver high-quality education and childcare. You will already have an excellent working knowledge of safeguarding and have an up-to-date safeguarding certificate. Ideally, you will also hold a range of other appropriate training certificates such as; paediatric first-aid, food-hygiene and enhanced DBS clearance but these will be arranged for the successful candidate if not currently held. You will be an excellent communicator, able to build positive relationships with a wide range of individuals and will have a calm, positive and proactive approach to your duties and towards supporting others. Most of all, you will have an enthusiastic, energetic and team-based outlook and be just as happy to be hands-on joining in child-led play on the floor as at the computer helping to arrange training courses or ordering supplies.

For an informal chat about the post please contact recruitment@some.ox.ac.uk and we will arrange a call with the Nursery Manager.

About Somerville College

Somerville is a forward-looking and adventurous College with a reputation of openness and inclusiveness. It is among the most international of the Oxford colleges that admit both undergraduate and graduate students. The College's ethos of tolerance, friendliness, diversity and enabling access to research and learning for all underpins the pursuit of excellence in all that we do.



St Paul's Nursery

St Paul's Nursery is a warm and friendly Ofsted registered 16-place Nursery catering for children up to the age of 5. It was founded by the Fellows of the College in 1974 with the aim of providing a nurturing and caring environment where pre-school children of College staff could develop and learn at their own pace. It has since also offered places to the wider community and remains one of the few nurseries to be run by an Oxford College.

Further information about the College and St Paul's can be found on our website www.some.ox.ac.uk

The Role

Children's care and education

- Assist with the preparation and implementation of our Early Years curriculum through child-led play.
- Appropriately support children in reaching their next developmental steps.
- Create and maintain a positive, secure and happy atmosphere for the children in a stimulating, attractive and safe environment.
- Proactively engage in and promote outdoor and free-flow learning, including arranging, attending and supervising daily outings and regular trips and excursions.
- To participate in the rota of preparing healthy, nutritious snacks for children, promoting healthy eating as part of a balanced lifestyle.
- To act as a key person to groups of children, maintain comprehensive records of development and progress, liaising with parents and carers on a daily basis.
- To take a hands-on approach to all the duties in the room, taking part in cleaning rotas and other housekeeping duties as needed.
- Maintain an excellent knowledge of safeguarding guidance and act as designated safeguarding lead in the Manager's absence.
- To promote a robust understanding and ethos of keeping children safe in our setting.
- Care for the health and wellbeing of the children by administering paediatric first aid, adhering to Nursery policies.

SENDCO

- Act as the Nursery SENDCO (Special Educational Needs and Disability Coordinator), providing a high level of professional input into those children whose learning falls under the SENDCO umbrella.
- Effectively monitor and report on SENDCO activities, ensuring that you stay up to date with relevant policy and practice and co-ordinate as needed with relevant support bodies.
- Liaise with the Nursery Manager at all stages on particular cases to ensure that there is appropriate follow up support and care for individual children.
- Ensure that timely and accurate records are kept of SENDCO interventions to include accounting for how SENDCO funding is administered in the Nursery.

Nursery Management

- Supervise nursery staff, using daily checklists to ensure that they carry out their duties to the required standards and in line with the Nursery's policies and procedures. Model and promote good practice, providing guidance and support to Nursery Staff, particularly in the Manager's absence.
- Assist in the recruitment and selection of nursery staff, participating in recruitment process for new staff and assisting with induction and training for all new employees.
- Work closely with the Nursery Manager to ensure that the appropriate staff ratios are maintained, helping to arrange cover as required.
- Undertake some of the Nursery Manager's standard duties during periods of absence such as recording sickness absence and dealing with holiday requests
- Provide feedback and input into Performance Development Reviews and supervision meetings.
- Work with the Nursery Manager to identify training and development needs, arranging for the appropriate training to take place.
- Use appropriate Nursery software (e.g., Tapestry, CPoms) to undertake a wide variety of childcare and management reporting and recording duties.
- Support the efficient running of the Nursery by undertake duties such as administering the weekly online food shop for children's snacks, preparation of the Nursery newsletter, monthly planning, updating Nursery webpages, minuting staff and Nursery committee meetings.
- Be familiar with the funding portal in order to claim government funding as needed in the absence of the Nursery Manager.
- Ensure that your own and other Nursery Staff's record-keeping in relation to children's progress is kept up to date and provides positive, meaningful and supportive feedback for parents and carers, as well as demonstrating good practice in relation to observations and reflections for future planning
- Assist the Nursery Manager with managing the waiting list and allocation of places.
- Share the responsibility for all Health & Safety matters within the Nursery as detailed within College and Nursery policies and in line with the Statutory requirements.

General

- Build and maintain effective and co-operative relationships with all those with whom there will be liaison, including parents and carers, external agencies and other college staff.
- Adopt flexible attitude towards work and to understand that the requirements of the post may vary and develop in changing circumstances.
- To maintain in-depth knowledge and understanding of children's development and to stay up to date with relevant childcare practices and procedures with an excellent working knowledge of statutory responsibilities. You will be expected to attend training, including regular refresher training.
- At all times to observe the highest levels of confidentiality and undertake all work in accordance with the provisions of data protection requirements, GDPR legislation and College and Nursery Policies
- Ensure that, at all times, you maintain your DBS registration and an up to date paediatric first-aid qualification.

Selection criteria

Essential

- Must be able to demonstrate a genuine passion for working with young children with a calm, caring and approachable manner.
- An OFSTED-recognised, relevant Early Years Level 3 or above qualification, or equivalent
- Extensive, demonstrable experience of excellent practice as a Nursery professional gained through working in Early Years settings
- Proven experience of supervising, managing or leading other team members, modelling best practice and supporting others to maintain excellent standards
- Experience of working with children with special educational needs and disabilities, such as acting as or providing support for a SENDCO role
- Must have current generalist safeguarding training
- Must be numerate with sound administrative skills and a good level of IT literacy and be able to work in an organised and methodical way with a high level of attention to detail
- Excellent communication skills in English to be able to professionally and effectively communicate with individuals at all levels with a proven ability to create and maintain professional and collaborative working relationships.
- A positive, flexible, 'can-do' approach to a wide range of Nursery operations with a willingness to take a hands-on role in providing care for the children.
- Excellent working knowledge of relevant Safeguarding, Early years, Ofsted and other applicable regulatory policies, standards and processes.
- Good working knowledge of data protection and GDPR as it relates to early years settings.
- You must have a standard of physical fitness that will enable you to lift small children, perform general and emergency first-aid, provide emergency and quick response duties if needed and carry out daily tasks such as changing nappies, helping with meals, carrying loads and joining in active play with the children in a variety of locations, including at floor-level.

Desirable

- Experience of using Tapestry, CPoms or similar reporting software
- Previous experience of Oxford College Nurseries or similar environments
- Early Years qualification above a level 3
- Relevant SENDCO (Special Educational needs) training or qualifications
- Food Hygiene/Food Safety certificate

Training and certification

At all times the post holder must have the following, current certification as a minimum. Where this is not held on appointment, we will arrange for the necessary training/certification for the postholder, including repeat training and certification for current postholders.

- Enhanced DBS certificate (with an update service subscription)
- Basic Food Hygiene Certificate
- Paediatric First Aid
- Specialist safeguarding
- Safer recruitment

Salary, hours and benefits

- Starting salary of £32,435 for 40 hours per week, which is equivalent to hourly rate of £15.59. The salary range for the role is £32,435 to £36,158. Appointments are usually made at the start of the scale.
- Working hours are Monday to Friday from 8.45 a.m. to 5.15 p.m. with a half hour break for lunch. Lunch is provided.
- Eligible membership of contributory Group Personal Pension scheme
- 38 days; annual leave per year
- Free meals and opportunities to attend College events
- Free life insurance for the duration on employment
- Employee Assistance scheme available for all College employees and families.
- Wide range of discounts and access to University gardens, libraries and museums

Full terms and conditions of employment will be provided in writing to the successful candidate. This information is for guidance and does not constitute the contract of employment.

Deadline and how to apply

To apply please visit www.some.ox.ac.uk/about/jobs which will take you to our online recruitment site.

The closing date for completed applications is **noon (UK Time) on Monday, 17 March 2025**

Interviews

Candidates shortlisted for interview will be notified by email as soon as possible after the closing date. Interviews will be held in-person, in Oxford and are likely to take place **in the week of 24 March 2025**.

Equal Opportunities

The policy and practice of the University of Oxford and of Somerville College require that all staff are afforded equal opportunities within employment. Entry into employment and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

Your data

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the General Data Protection Regulations 2018 and the College's policies. Further details are available at <https://www.some.ox.ac.uk/privacy-foi/privacy-notice/>

Pre-employment screening

Any offer of employment will be subject to the following:

1. Documentary proof of right to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore ask applicants to provide proof of their right to work in the UK before employment can commence. Our Human Resources team will provide further details at the appropriate stage in the recruitment process.

2. Evidence of qualifications

You will be asked to provide original certificates and documentation to evidence any qualifications or training that is required for the role and that has been stated by you as having been obtained.

3. Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre employment medical declaration. It may also be necessary to refer the successful candidate to the University of Oxford Occupational Health Service for confirmation that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

4. Further checks

Where required for the role, further checks, such as DBS, may be required. The Human Resources team will advise applicants of the need for any additional checks as appropriate.

February 2025