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|  Deputy room manager Lingfield nursery school  |
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| the facts* Salary £22K+ based on Qualifications and experience.
* 28 days Annual Leave PA (inclusive of bank holidays.)
* Willing to commit to a LONG-TERM position and play an active role in the nurseries growth and development.
* - 45 hours per week. 8am - 6pm Opportunities for overtime (Early and Late Shift)
 | summary Lingfield Nursery School an OFSTED Outstanding, Family run nursery situated in Bindley Heath, 20 minutes from Gatwick Airport. We currently have one 73 place setting on 14 acres of farmland in the surrey countryside. The nursery has been running for 16 years. We are expanding the nursery in spring 2020 and are looking for a dedicated and friendly nursery team to help the family business grow. The NurseryThe nursery building is situated at Bank Farm, Ray Lane, Lingfield Surrey, RH7 6LJ. We will take approx. 73 children between 4 Months and 5 years. The building is a large purpose-built building, we have separate office and storage facilities in a separate barn. We are currently building a new purpose-built building to offer our setting to more local families. In July 2017 we achieved an OFSTED rating of Outstanding. We continue to reflect upon our practice to ensure we are providing for the children and their families. We are based on a farm with a variety of animals including Alpacas, Donkeys, Horses, Shetland Pony, Goats, Chickens, Guinea pigs and a Cat! There is a long driveway separating the road and the nursery premises with secure onsite parking. The nursery is monitored by CCTV, this is available to the parents to view remotely via webcam. Proximity fobs are used by staff and parents to access the electric gate on the driveway and also to the main front doors of the building. The team is highly qualified and we promote continual professional development and offer training opportunities to all staff. We are an all-inclusive nursery and provide all meals, snacks, drinks nappies and sun cream for the parents. *Lingfield Nursery School is an Equal Opportunities Employer* *We Are committed to promoting the welfare of children and young people and ensuring the safeguarding of children in our care. We expect all staff to share this commitment.*   |
| benefits* Snow Bonus
* Regular salary reviews.
* premium tea, coffee, juice and snacks provided
* £500 ‘Refer a employee’ bonus
* One additional day of annual leave per full 2 YEARS of Service. (Max 5 days)
* NEST Pension Scheme.
* Opportunities for training.
* Funded DBS, Paediatric First aid, Safeguarding, food hygine and other relevant online training courses.
* Staff outings & parties.
* free uniform and name badge
* ample free parking
 | main responsibilities * To work alongside the Room Manager to support the team and the running of the room and act as Room Manager in their absence.
* Provide a stimulating play rich environment, where resources can be accessed appropriately by all children and activities differentiated to ensure the needs of all children who attend are met;
* Work as part of a team leading and supporting other nursery staff and volunteers;
* To liaise with where necessary the Designated Safeguarding Lead to ensure children are fully safeguarded;
* Implement an effective positive behavior policy, ensuring consistency and taking into account children’s levels of understanding and stages of development;
* Support nursery induction with the parents by settling them into the nursery using the key person approach.
* Work with parents to ensure children’s individual needs are met; reporting on the development, progress and attainment of children through termly parent discussions;
* Support the manager to plan and implement the Early Years Foundation Stage Learning outcomes appropriately to meet the needs of all children through differentiation of tasks;
* Be able to set clear targets, based on prior attainment, for children’s learning;
* Support the manager to keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;
* Support children to develop independence and self help skills ensuring intimate care policies are appropriate and are followed;
* To have particular regard to the individual needs of each child who attends the nursery ensuring that that each child’s needs are met and they are able to fully participate in the session;
* Support the serving of refreshments to children;
* Take responsibility with other staff members for following the nursery’s registration and departure procedures;
* Support with the setting out and clearing up of nursery equipment;
* Organise resources for the nursery and consider any further resource needs and their effective placement;
* Build effective relationships with parents, carers and teachers;
* Keep appropriate, accurate and efficient records to support with children’s play and well-being;
* Ensure you are fully are aware of all welfare requirements, and that all procedures for child protection and safeguarding are understood and effectively implemented;
* To liaise with the Special Educational Needs Coordinator regarding application of nursery policy to support children with learning difficulties;
* Communicate and co-operate with specialists from outside agencies;
* Attend training and keep up to date with changes to welfare requirements, planning for children’s learning and safeguarding procedures ensuring understanding and implementation;
* Attend meetings which relate to the nursery's management, administration or organisation including open days or evenings as required;
* Show a strong commitment to training and ongoing professional development, keeping up to date with recent developments and initiatives relevant to current practice;
* Participate in the supervision and appraisal system of own performance;

Undertake any other duties as may be reasonably required by the Nursery Manager.The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation. |
| Person SpecificationRequired * Full and relevant level 3 or above Early years qualification
* Expereicnce working with children 0-5 years
* Understanding the importance of safeguarding
* ability to work within a team
* good communication with children, staff and parents
* committed to equality, diversity and inclusion

Desirable* Paediatric first aid training
* food hygiene
* safeguarding training
* experience of supporting children with additional needs
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