

**United Synagogue Job Description**

**Job Title:** Deputy Manager

**Department:** South Hampstead Synagogue & Tribe

**Location:** Temporary located at St John’s Wood Nursery, NW8 9NG

**Hours:** Full time (38 per week )

Monday to Thursday – 08:00 to 18:15

**Benefits:** 20 days holiday, plus Statutory Bank Holidays

& Jewish festivals when they fall on your normal working day

Childcare Vouchers

Stakeholder Pension

**Reports to:**  Day Care Nursery Manager

**JOB PURPOSE:**

The purpose of this post is to:

To support the Manager in the running of the day-care nursery from its inception, with the vision to helping it excel by creating a loving and enabling environment for children to learn. The day-care will accommodate up to 18 children aged 3-18 months

##### NATURE & SCOPE OF JOB

The Deputy Manager will support the Manager in the following duties:

* Devise and implement plans for the day-care based on the early years learning goals and the warm Jewish values of the synagogue.
* Order necessary equipment and resources before the opening of the nursery. He\she will have to monitor the supplies and durability of the equipment on an ongoing basis.
* Draw up all necessary policies before the opening of the nursery, and continuous updating and risk assessment as and when necessary.
* Play a hands-on role with the children, making up part of the children – staff ratio. This job involves administration but focuses more on hands-on interaction with the children as a staff member.
* Ensure that officers are in place for necessary policies.
* Participate in interviewing and hiring staff
* Enable and encourage staff to update their training

**DIMENSIONS & LIMITS OF AUTHORITY**

* To ensure that children are given the appropriate level of support and stimulation to ensure that all areas of the EYFS are covered.
* To keep information obtained regarding the children, their families or other staff which is learned as part of the job strictly confidential.
* To contact OFSTED with any concerns relating to a child, parents or the safety of equipment, whilst preserving confidentiality at all times.
* To report to the governing body on a monthly basis and immediately if any issue may arise.
* To attend training courses where deemed appropriate by the governing body including those outside of nursery hours.

**5 DUTIES & RESPONSIBILITIES**

* To support the operation of the nursery for 11 months per year
* To help prepare and fully set out the nursery before the children arrive and tidy it up after they leave.
* To take responsibility for the general welfare of children e.g. toilets, changing nappies, snack times and the supervision of indoor and outdoor play.
* To deal with children in a caring and loving way by taking a sympathetic and reassuring approach at all times.
* To foster and maintain appropriate working relationships with colleagues and parents in all aspects.
* To create an attractive and stimulating educational environment for the development of children in line with the EYFS.
* To be trained as a confident first aider and look after sick children in line with the day-care’s policies.
* To conduct regular evaluations to ensure the effectiveness of the nursery.
* To make observations and assessment of the children and ensure that all nursery staff also conduct observations. To liaise with parents and other staff members to discuss the progress of the children.
* Ensure records are kept up-to-date on both computerised and paper filing systems.
* To co-ordinate staff leave and to arrange cover staff when regular staff are on leave or sick even at short notice.

**QUALITY AND OPERATIONAL STANDARDS**

* Ensure that work that is produced is of a high standard and meets the Nursery’s key performance indicators.
* Ensure that all staff report on key performance indicators as required.
* Attend weekly staff meeting

**OTHER**

* You will be expected in undertaking the above role to comply with any policies and procedures that the governing body may issue.
* Any other reasonable duty as may be assigned that is consistent with the nature of the job and its level of responsibility.

**GENERIC OTHER DUTIES**

Must be:

Committed to the aims of the United Synagogue and act as an ambassador for the organisation.

Comply with The United Synagogue’s policy and procedures and code of expectations.

Bring to the attention of senior staff any health and safety requirements, which become obvious. In the event of any immediate danger, to take the appropriate action to reduce risk to physical danger to employees, members, contractors, volunteers, children, parents, visitors or staff.

Work collaboratively with other colleagues across the organisation to ensure the United Synagogue can achieve its vision, mission and strategy.

Undertake appropriate training as requested by your line manager in conjunction with the Human Resources Department. And be committed to own continuous professional development.

Carry out any other reasonable duties as requested by the Chief Executive or other designated senior staff.

Undertake such other duties that occasionally fall within the purpose of the post.

Maintaining high levels of discretion and confidentiality at all times.

This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post. They key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post holder. This Job Description is subject to alteration in response to changes in legislation or The United Synagogue’s operational procedures.

**This post requires a valid and current enhanced Disclosure and Barring Service (DBS) certificate (formerly CRB) that is satisfactory to the United Synagogue.  Please ensure that you complete the United Synagogue Application Form Part 2 appropriately.**

**Person Specification**

**QUALIFICATIONS**

* Proven experience working as a Nursery Practitioner
* Minimum qualification of NVQ level 3 or equivalent

**KNOWLEDGE**

* A good understanding and knowledge of EYFS
* Knowledge of Jewish customs and practices

**EXPERIENCE**

* Substantial experience working with children aged 3-18 months
* Managing professional relationships with managers and employees
* Proven experience as a successful manager, enabling the success of the wider team and organisational goals.

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**Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation Act, 1974, by virtue of the Rehabilitation of Offenders Act, 1974, (Exceptions) Order 1975.**