Cedar Grove

DAY NURSERY

Deputy Nursery Manager

Predominantly classroom-based leadership

Enfield, North London | 192-194 Lancaster Road, Enfield, EN2 0JH

Role overview

Work directly with children alongside practitioners while supporting the Nursery Manager. Classroom involvement is a significant and ongoing part of this role: modelling excellent care, leading learning experiences, coaching colleagues and maintaining consistent standards in the rooms.

Main purpose

Combine strong practical early years work with approachable, reliable leadership. Support a safe, inclusive nursery and take charge of day-to-day operations in the Manager's absence within agreed authority.

Reporting and responsibility

Reports to the **Nursery Manager**. Supports and supervises room leaders and practitioners as delegated, escalating matters to the Director where required. The Director retains finance, invoices, payroll and funding administration. Provide accurate operational information without taking over those responsibilities. The registered provider retains its statutory responsibilities.

Indicative remuneration

Indicative pay for candidates meeting the full role expectations: **£18 per hour**. Individual offers may be lower, based on an objective assessment of relevant qualifications, experience, practical skills and demonstrated competency. All appointees must meet the role's essential requirements. Actual pay will meet applicable statutory minimums and be agreed clearly in writing before an offer is accepted and employment begins.

Cedar Grove cares for children aged 3 months to 5 years across Babies, Teenies, Toddlers and Preschool.

Classroom leadership and safeguarding

Be present in nursery rooms, working with children and demonstrating the practice expected of colleagues.

Hands-on care, curriculum and inclusion

- Provide direct care and purposeful learning experiences as a regular part of the room team. Model warm interactions, practical childcare skills and attentive supervision throughout the day.
- Support the Manager's curriculum across all rooms. Adapt teaching to children's starting points, development and interests, with strong attention to communication and language, physical development, and personal, social and emotional development.
- Work with room leaders and key persons on proportionate observation and assessment, progress checks at age two and early identification of children needing additional support.
- Work alongside the SENCo and families to remove barriers and review support for children with SEND, children learning English as an additional language and children facing disadvantage.
- Model predictable routines, sensitive responses to behaviour and support for emotional regulation. Follow nursery policy and current DfE guidance on children's screen use.

Safeguarding practice and escalation

- Model vigilance. Recognise, record and report concerns promptly, following safeguarding, whistleblowing and allegation procedures, including escalation outside the management line when necessary.
- Act as deputy DSL only when formally designated and appropriately trained. Know the DSL cover arrangements and how to contact children's services, the LADO and emergency services.
- Escalate allegations of harm or abuse immediately; do not apply a serious-harm-only threshold. Support timely referrals and regulatory notifications, completing them when delegated and confirming action has been taken.
- Support safer recruitment, references, required DBS and continuing suitability checks, including current arrangements for supervised volunteers. Confirm required clearance before new employees start.
- Check staff understanding of safeguarding procedures, suitability disclosures and safe use of phones, cameras and digital records. Follow up concerning child absences through nursery procedures.

Team support and daily operation

Leading colleagues and working with families

- Be visible and approachable in rooms. Coach practitioners, give constructive feedback and support room leaders to maintain consistent care, education and professional standards.
- Support induction, supervision, appraisals and training as delegated. Identify practice concerns early and agree follow-up with the Manager.
- Help keep training and qualification records accurate, including safeguarding, paediatric first aid and eligibility to count in ratios. Give clear handovers and lead briefings when required.
- Promote teamwork, staff wellbeing and accountability. Escalate performance or conduct concerns through the appropriate procedures.
- Strengthen key-person relationships, sensitive settling-in and transitions. Support constructive conversations with families and manage concerns within delegated authority.

Welfare, safety and management cover

- Help organise daily routines, safe deployment, rotas and break cover, considering children's needs, staff qualifications and first-aid cover. When in charge, respond promptly to absences or unsafe staffing and seek support.
- Check safe sleeping, weaning and eating practice. Ensure staff follow arrangements for supervision, allergies, medicines, personal care, infection prevention and hygiene.
- Monitor premises, security, equipment, fire safety and risk assessments, including the requirement that banned dog breeds are not kept or present on the premises.
- Maintain accurate attendance, accident and incident records; communicate with families and escalate serious concerns immediately.
- When covering the Manager, confidently coordinate the team, make sound decisions within agreed authority and communicate them clearly. Record significant actions and handovers; escalate beyond that authority to the Director.

Quality assurance and inspection

- Carry out delegated observations, checks and Nursery Improvement Plan actions, evaluating their effect on children's experiences and staff practice.
- Explain curriculum, inclusion, safeguarding and welfare arrangements confidently and professionally to families, colleagues and inspectors. Use everyday evidence rather than unnecessary inspection paperwork.
- In the Manager's absence, coordinate the nursery's inspection response with the Director, DSL, SENCo and other relevant leaders.

Act with integrity, kindness and discretion. Respect families and colleagues, maintain professional boundaries, take part in professional learning and undertake other reasonable duties consistent with the role. Put children's safety and wellbeing first.

Person specification

We assess confident classroom leadership, decision-making and professional communication through practical examples and evidence.

Essential qualifications and experience

- An approved early years qualification at level 3 or above. This is Cedar Grove's requirement for this Deputy post; qualification approval and applicable English conditions are checked for ratio eligibility.
- Substantial relevant practical early years experience, with evidence of supporting colleagues, leading by example and taking responsibility within a nursery.
- The skills, knowledge and suitability to take charge in the Manager's absence, understanding the limits of delegated authority and when to seek support.
- Relevant paediatric first-aid competence and a current certificate, or the ability to obtain or renew it within applicable EYFS requirements. Deployment remains subject to required cover and ratio eligibility.

Essential practical and leadership competencies

- Confidence and willingness to work directly with children throughout nursery routines; classroom involvement remains a substantial, ongoing part of the role.
- Secure knowledge of child development, the EYFS, safeguarding and inclusive practice, demonstrated through effective care, interactions, planning and assessment.
- Confident classroom leadership: organise safe routines and staffing, coach practitioners and give constructive feedback. Take charge and make sound decisions within agreed authority.
- Clear, professional communication with families, colleagues and inspectors; sensitive judgement, accurate records and respect for confidentiality.
- Ability to recognise a concern, act promptly and escalate appropriately while remaining calm and accountable.

Desirable experience and skills

- Room leadership or previous deputy responsibilities, including experience covering a manager's absence.
- Experience of coaching, induction, supervision or nursery improvement work; previous involvement in an Ofsted inspection.
- DSL or deputy DSL training, SENCo experience, or practical experience supporting SEND, additional languages or multi-agency work.
- Experience across babies, younger toddlers and preschool, and confidence using secure nursery communication and record systems.

Recruitment and next steps

Safeguarding and safer recruitment

Cedar Grove Day Nursery is committed to safeguarding and promoting the welfare of children. Appointments are subject to appropriate safer recruitment procedures, satisfactory references, identity and right-to-work checks, qualification verification and relevant suitability checks.

An enhanced DBS check with a Children's Barred List check is required for these childcare posts before employment begins. We obtain and verify references directly, consider employment history and gaps, and make any additional checks needed for time lived or worked overseas. We do not ask for disclosure of protected criminal-record information. Staff must disclose relevant changes affecting their continuing suitability through nursery procedures.

Fair assessment and equal opportunities

We assess applicants against relevant role criteria consistently and fairly. We welcome applications from people of all backgrounds and do not discriminate because of protected characteristics. Tell us if you need a reasonable adjustment to the recruitment process. A lower pay offer cannot replace an essential qualification or suitability requirement.

Probation and professional development

Our usual initial probationary period is six months, subject to the agreed written employment terms. Any extension follows those terms. Statutory rights continue to apply. A pay review does not guarantee an increase.

Assessment considers practical competence, safeguarding, EYFS knowledge, conduct, reliability, attendance, communication, teamwork and the quality of children's care. Leadership, team support and management judgement are also assessed. The process will be explained through induction, feedback and agreed written terms.

Confidentiality and applicant information

Handle children's, families', colleagues' and applicants' information securely and share it only with authorised people for a proper purpose. Follow data-protection rules, nursery retention arrangements and policies for phones, photographs, social media and digital records. Applicant information is used to respond to enquiries and manage recruitment. Read our Privacy Policy or contact us with a privacy question.

How to express interest

Email enquiries@cedargrovenursery.org with the subject **Careers Enquiry - Cedar Grove Day Nursery**. Include the position you are interested in, a brief introduction, your relevant qualifications and an overview of your experience.

For an initial conversation, call **020 8166 6395**. We will explain the next recruitment steps and discuss the role and proposed employment terms with you. Please do not send identity documents, National Insurance details or sensitive background information with an initial enquiry.