



Job Description Form
Deputy Manager

Here are the main duties expected of the Deputy Manager. Please note that this description is a basic outline and that additional requests may be made from time to time.

- To know and understand all Nursery Policies
- To know and understand all Nursery Prices
- To know and understand the EYFS
- To be punctual and willing to do overtime when required
- To be well-presented at all times
- To work as part of a team
- To use initiative
- To devise a settling-in format for all new parents/children
- To liaise closely with the Manager in implementing all Nursery Policies
- To devise a room timetable, after discussion with the Manager, implementing all key areas of the EYFS
- To liaise closely with parents and to update them daily on their child's progress
- To organise regular updating of daily diaries by all staff members
- To organise staff into routines of nappy changing
- To introduce all new staff members into the room's routine and procedures
- To ensure that ratios are adhered to at all times
- To ensure that the room(s) are clean and tidy at all times
- To keep regular development records on each child as per the Manager's format
- To support the Manager in his/her daily role
- To deputise for the Nursery Manager and to step into the Manager's role in his/her absence