



Assistant Nursery Manager

Reports To	Nursery Manager
Salary	£25,500 - £27,200 per year
Contract	Term-Time*
Hours	37.5 hours hours per week
Start Date	Flexible

Job Outline

As we prepare to open our doors, we are looking to welcome a dedicated and enthusiastic Assistant Nursery Manager to join our team at Halimah's Nursery. In this key role, you will support the Nursery Manager in helping us achieve our *Mission*.

As Assistant Manager, you will assist in implementing the EYFS framework while bringing our Muslim ethos to life in daily practice. You will help create a safe, nurturing, and enriching environment for early years children, ensuring they receive the care and education they deserve.

This role involves supporting the day-to-day management of the nursery, assisting with staff supervision, and ensuring that legal, statutory, and operational obligations are met.

Safeguarding Requirement

Halimah's Nursery is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

Main Duties

- To teach children, offering an appropriate level of support alongside stimulating play experiences.
- To be able to cover Nursery Manager duties, as and when required.
- To assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) for guidance.
- To take action to support the setting in achieving and maintaining a minimum 'Good' Ofsted rating at the next inspection.

*Term-time working (approx 39.6 weeks), paid annual leave and bank holidays, additional non-working weeks

- Assist in ensuring staff are appropriately supported to carry out their role effectively, including the Early Years SENCO.
- Collaborate with the Nursery Manager to ensure the welfare and safety of all children, acting promptly and appropriately on any child protection concerns in line with safeguarding protocols.
- To help set up for the daily programme and tidy away at the end of the session.

This job description is not an exhaustive list of duties, and the post holder will be required to undertake any other reasonable duties discussed and directed by the Nursery Manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.

Person Specification

Essential Criteria:

- A sufficient understanding and use of English.
- Pediatric First Aid Certificate or a commitment to obtaining one.
- At least two years' proven experience of working in an early years care and education setting, or at least two years' other suitable experience.
- Level 2 early years education and childcare qualification or equivalent.
- Willingness to learn and undertake further training.
- An understanding of play-based approaches to children's learning and development.
- Knowledge of the Early Years Foundation Stage (EYFS).

Desirable Criteria:

- Level 3 or above early years education and childcare qualification or degree.
- An understanding of how to incorporate a Muslim Ethos.

This post is exempt from the Rehabilitation of Offenders Act (1974) and requires an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders that have been made against them.