



# Shiplake Church of England Primary School and Shiplake Village Nursery



Memorial Avenue, Shiplake, Henley on Thames  
RG9 4DN

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<b>Headteacher</b> Mrs K Page-Howie	<b>Assistant Headteacher</b> Miss H Boucher	<b>Chair of Governors</b> Mrs S Blomfield	<b>Acting Nursery Manager</b> Mrs H Ackroyd
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<b>Job Title:</b>	Deputy Manager
<b>Responsible to:</b>	Nursery Manager
<b>Ultimate responsibility:</b>	Headteacher and Governing Body
<b>Responsible for:</b>	All staff and children
<b>Purpose of the job:</b>	To assist the manager in leading the nursery team. To provide safe, high quality education and care for young children, which meets the individual needs of children attending the setting.

## Main duties

1. To plan the curriculum following the EYFS framework
2. To help set up the playroom for the daily programme and to tidy away at the end of the day
3. To act as a key person to a small group of children
4. As a key person, to keep learning journeys up-to-date, including using the online Tapestry system.
5. Work in partnership with parents and carers
6. To advise the Manager of any concerns regarding the staff or children whilst preserving confidentiality
7. To support the children's learning through quality provision
8. To ensure the children's safety at all times and understand the child protection procedures for the setting
9. To support the children at meal-times
10. To actively participate in staff meetings, supervisory meetings and parent consultations
11. To attend training to further your continuous professional development



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12. To maintain confidentiality regarding the staff, children and their families
13. To be aware of the settings policies and procedures
14. To ensure adequate records are kept and updated regularly
15. To promote the nursery to current parents and potential new families

### **Person specification**

1. Proven experience in working with children under five
2. Level 3 early years qualification or equivalent and a commitment to further training
3. Sound understanding of child development and of children's needs
4. Ability to plan and implement a pre school curriculum, taking into account the SEND code of practice, child protection procedures, and equality and diversity.
5. Demonstrate a detailed knowledge of current legislation relevant to early years
6. Show an ability to work with parents and families and encourage their involvement
7. Have an ability to effectively market the nursery to maximise the occupancy levels and fee income
8. Ability to effectively lead and manage a team of staff in the managers absence
9. Have an ability to write clear reports and use an online tracking system

### **Desirable Criteria**

Experience of a parent managed or parent engaging setting

### **Terms and conditions**

**Hours:** negotiable (term time only)

**Salary :** dependant on experience

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a criminal records check (DBS). Applicants must be prepared to disclose any convictions they may have and any orders which may have been made against them.