



LANCING COLLEGE

Little Lancing Day Nursery & Forest School

Appointment of Deputy Nursery Manager



The Nursery

In September 2019, Lancing College launched a Day Nursery and Forest School which is located within the grounds of the Lancing Estate in a specially refurbished building with extensive grounds. The nursery is open from 7:30am to 6:30pm and caters for children aged 2 months to 4 years; it is open 51 weeks of the year. The ethos of Little Lancing aligns with that of Lancing College, however whilst welcome, there is no obligation/expectation that children will transfer into the Lancing College schools.

The Appointment

Following a planned restructure in Summer 2026, Little Lancing will be led by a Nursery Manager, a Deputy Nursery Manager/SENCo, and an additional Deputy Nursery Manager. The new Deputy Nursery Manager position is also expected to include Room Manager responsibilities.

Job Title: Deputy Nursery Manager

Reports to: Nursery Manager and Executive Head (in Nursery Manager's absence)

Welcome Incentives

- £750 welcome bonus upon successful completion of probation
- £250 refer a friend bonus upon successful completion of probation

Key Responsibilities:

- To ensure that suitable opportunities, activities and resources are provided for all the children relevant to their age/stage and development needs in accordance with the Early Years Foundation Stage and working with external agencies where required.
- To work with the Nursery Manager to ensure that all staff are supported in their training and development and their job satisfaction and that they are mentored /coached appropriately.
- To support the Nursery Manager and to manage the setting in Manager's absence
- To be committed to the safeguarding of all children in the nursery.

Leadership and Management

The Deputy Nursery Managers will work closely with the Nursery Manager and deputise in the Nursery Manager's absence on:

- Daily operational management of the nursery in accordance with its own policies, the Children's Act 2004/6 and other relevant legislation including all OFSTED requirements and KCSIE.
- Supporting the nursery SENCo where required.

- Recruitment, management, training, motivation, appraisal and development of all Nursery Staff in an effective manner, ensuring they fulfil the provisions of their job description.
- Using the agreed internal processes and procedures to ensure that the performance of each individual contributes to the overall objectives of the Nursery.
- Working with HR to obtain documentation for all appropriate checks for new employees so that these are completed prior to commencement.
- Managing employee relations issues including probation, sickness absence, disciplinary and grievance in line with employment legislation and internal processes, seeking guidance and support from HR.
- Monitoring staffing levels to ensure that ratios between staff and children within the Nursery are maintained with the appropriate levels of qualified / unqualified staff at all times.
- Maintaining a list of appropriate agency / bank staff to enable the Nursery to be staffed as required to cover annual leave, sickness etc.
- Work with the Nursery Manager to prepare the nursery for OFSTED inspections and action any recommendations made by the inspector liaising with the Executive Head and Nominated Individual (Lancing College Enterprises Limited) as appropriate.
- Organise regular staff meetings and appropriate training sessions to keep staff up to date with all policies and OFSTED requirements.
- Manage staff annual leave requests; ensuring staff holiday is taken and allocated where necessary throughout the year.
- Ensure payroll returns are accurate and timely, including training hours and the reporting of absence through sickness and holidays.
- Undertake regular review and appraisal meetings with staff.
- Ensure all external weekly/monthly returns and reports are made to the appropriate bodies, for example Milk Claim, HSE and OFSTED.
- Ensure the maintenance of balanced menus for the children and that all food provided conforms to Food Safety regulations.

Safeguarding

The Nursery Manager is responsible for all safeguarding issues and acts as the Designated Safeguarding Lead (DSL). The Deputy Nursery Managers are the nominated Deputy Designated Safeguarding Leads (DDSL). The safety, security and wellbeing of children registered with the Nursery is of paramount concern. All concerns and issues must be dealt with professionally, timely and on a need-to-know basis and in liaison with the Executive Head as appropriate.

The Deputy Nursery Managers work with the Nursery Manager to ensure:

- Safer recruitment, management, training, and discipline of all Nursery staff.
- Completion of Safeguarding induction and refresher training for all staff as required.
- All safeguarding concerns are monitored and responded to, and a formal written monthly safeguarding report is submitted to the Lancing College Enterprises Ltd Directors.

- All nursery staff understand their responsibilities for safeguarding and what to do in the event of a concern.
- Maintenance of accurate and up-to-date records for all children (including attendance registers, accident / incident records, development files, medical information, emergency contact numbers). Awareness that that these could be called upon by multi agency meetings, strategy meetings or for information purposes for other professionals or completion of Common Assessment Framework documentation which is shared appropriately.
- A culture is created and maintained that encourages disclosure and open working relationships free from discrimination or prejudice.

Sustainability

- To assist with the promotion of the Nursery maximising income as required.
- To liaise with the Finance Department regarding fees and communication with parents.
- Active involvement in energy conservation, recycling and reducing our carbon footprint and their associated costs.
- To monitor occupancy and maximise safe attendance in accordance with ratios.
- To be fully conversant with the childcare business with regards to maximising gross margins per room and age group.
- To establish, develop, and maintain professional working relationships with all relevant authorities, including the Local Authority, Ofsted.
- To keep up to date with current practice by attending courses, conferences and reading relevant magazines and books.

Health and Safety

- To monitor and ensure all agreed quality and safety standards are always maintained in the Nursery.
- To ensure care, maintenance and security of equipment and toys within the nursery.
- To ensure the highest standards of safety and security within the Nursery.
- To ensure security systems are always fully operational and used properly by staff.
- To maintain an accident logbook and ensure all relevant reports are submitted for example RIDDOR.
- To operate highest standards of cleanliness and hygiene within the Nursery.
- To establish appropriate emergency procedures.
- To manage the administration of all medication within the Nursery.
- To undertake and maintain records of regular Risk Assessments.
- Responsible for ensuring opening and closing of the Nursery at the beginning and end of day or delegating task to an appropriate member of staff in cases of absence.

Finance

To assist the Nursery Manager with the day-to-day financial operations within the Nursery and meet occupancy and financial objectives. Supported by the Lancing College Finance Team, the Nursery Manager and Deputy Nursery Managers will

require an understanding of the medium-term financial plans and projections.

- To ensure scheduling is up-to-date so that the Finance Team can prepare monthly invoices accurately through the Nursery Management System (EyMan)
- To support parents to identify children eligible for 30 hours funding, EYPP and any other funding options.
- To support parents with the various payment options, including childcare vouchers, tax free childcare and bank transfer.
- To manage the nursery expenditure within the agreed monthly budgets.
- To order/approve any required expenditure up to the value allowed for this role using the agreed purchasing procedures and suppliers.
- To ensure any spend above the specified limits has the relevant approval before completing any ordering.
- To complete regular stock control checks to support ordering requirements
- To ensure any supplier invoices received are approved and sent to the Finance department immediately to enable payment.

Room Manager duties:

- To assist in leading and managing the staff team including delegation and motivation.
- To manage resources, organising routines and systems, and ensuring effective communication with senior management team.
- To develop SMART action plans and ensuring self and team perform appropriately to complete actions.
- To be a Key Person where appropriate and ensure all other Key Persons are performing appropriately.
- To have a sound understanding of the Safeguarding and Welfare requirements.
- To have an active involvement in energy conservation, recycling and reducing our carbon footprint.
- Responsibility as required for opening and closing the Nursery at the beginning and end of day.
- To use the EYLog Management System to maintain and regularly monitor learning journeys, next steps and observations.
- To support children with settling and transitions, managing children's behaviour and supporting children with SEND where appropriate.
- To have a strong understanding of the Early Years Foundation Stage including the Characteristics of Effective Learning and supporting the team in delivering this within the room.
- To work in partnership with parents to build positive relationships with effective communication, so that together the needs of the child are always met and parents have an involvement in the child's learning journey.
- To work with other professionals and be able to describe what you know about your key children, including their culture, first language, current development and next stages of development, and what activities you have put in place to support this development.
- To identify any gaps in the child's learning and development and liaising with the SENCo to ensure children with additional needs are supported and are able to reach their goals.

- To plan and organising parent consultation meetings, ensuring that all parents are provided with an opportunity to attend.
- To ensure policies and procedures are followed by all staff and that appropriate boundaries and disciplines are applied.

Skills and Qualifications

- Committed to the safeguarding and protection of children.
- Values and respects the views and needs of children.
- Minimum Level 3 in Early Years Education or equivalent plus willingness to develop further Leadership & Management skills through ongoing CPD.
- Experience of working with children 0 – 5 years for at least 5 years.
- Supervisory/management experience.
- Experience/knowledge of Children’s Act and OFSTED requirements.
- Paediatric First Aid Certificate within 3 years.
- Knowledge of Health & Safety legislation.
- Strong IT skills. Training on EyMan/EyLog will be provided where required.
- Excellent communication skills.
- Resilience with the ability to work well under pressure.
- Committed to continuous personal and professional development.

Desirable Criteria

- NVQ Level 5 in Leadership & Management.
- Early Years Teacher Status Level 6.
- NVQ Assessor or equivalent.
- Valid driving licence and access to own car.
- Mentoring, coaching, basic counselling.

Employee Benefits

- Complimentary lunch for those working either side of lunchtime.
- Free parking at our on-site car parks.
- Cycle-to-work scheme.
- Additional leave between Christmas and New Year.
- Access to books, DVDs and magazines from the College Library.
- Support for professional CPD where this related to an individual’s role.
- Flexible working is something which varies from role to role, but it is a benefit we try our very best to accommodate where possible.
- Comprehensive wellbeing support from the Employee Assistance Program, offering a 24/7 support helpline and wellbeing tips including professional advice.
- Free tickets to college musicals, dance and drama performances.
- Staff events, Christmas parties and other opportunities to socialize and relax with colleagues in our welcoming nursery team.

Terms and Conditions

- The salary is £36,483.20 per annum.
- Working hours will be 40 hours per week. Some flexibility is required, and the job holder may be required to work occasional extra days and evenings for which time off in lieu will be given.
- The School currently operates a Group Personal Pension subject to scheme rules which may vary from time to time. The School shall initially pay a sum equivalent to 5% of your basic Salary into the pension scheme subject to contribution by you of at least 5%. You can alternatively opt to make a contribution of 7.5% and the School will match this. Minimum contributions may vary to reflect the prevailing legislative requirements.
- The employment is subject to a probationary period of twelve months. During the probationary period, one months' notice will be required on either side after which three months' notice will be required.

Further Information

Lancing College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to an enhanced DBS disclosure which the College considers satisfactory, the receipt of satisfactory references, the College's pre-employment medical questionnaire and sight of relevant original ID documentation and qualification certificate(s).

Applicants who have lived outside of the UK in the past 10 years will be required to provide a Police Check from their country of residence. In addition, and where applicable, successful candidates will be required to produce a 'letter of professional standing' issued by the relevant professional regulatory authority as proof of past conduct.

The College conducts online searches for shortlisted candidates. This check is undertaken based on the requirements set out in Keeping Children Safe in Education 2025. The check helps us to ensure safe and robust checks on the suitability of individuals to work within our Nursery.

To minimise unconscious bias or potential discrimination issues, a person who will not be on the appointed interview panel will conduct the search and will only share information when findings are of a concern. The appointed panel may explore any concerns passed to them as part of our due diligence process.

The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands, and final warnings (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the Lancing College's objective assessment.