



**STOUR VALE  
ACADEMY  
TRUST**

**LAVENDER FARM NURSERY  
RECRUITMENT PACK  
DEPUTY NURSERY MANAGER**



# **Deputy Nursery Manager**

## **37 hours 52 weeks**

### **Grade 10**

### **Permanent**

Lavender Farm Nursery is looking to appoint an enthusiastic and ambitious Deputy Nursery Manager with extensive knowledge of the EYFS Framework to lead our Nursery team in implementing our engaging curriculum. You will also cover the Nursery Manager role in their absence. We are inviting applications from candidates who are at least Level 3 qualified and have had some leadership experience within a nursery setting.

You will be expected to provide high quality childcare for children aged 0-5 years and extended services. You would be expected to lead on the delivery of the EYFS curriculum throughout the nursery and extended services. Additionally, you would have responsibilities of a Designated Safeguard Lead and shared areas of responsibilities across the nursery.

You will work and plan as part of a team and deliver a range of high-quality play and learning opportunities that promote children's well-being and development. Staff are expected to work with all age groups and flexibly move through the nursery rooms to meet ratios.

You will support the Nursery Manager with the daily management responsibilities of the full day care element of the nursery and extended Services. In the absence of the manager, you will undertake responsibility for the nursery.

Managerial or supervisory experience is essential.

Job shares may be considered for the right candidate.

**Please read the Job Description for further details,** Application forms are available via the nursery office or by email.

Lavender Farm Nursery is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will carry out pre-appointment checks including DBS and will disqualify any applicant where we consider the outcomes to be unsatisfactory. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

We are equally committed to ensuring that no applicant will be disadvantaged or discriminated against because of their protected characteristics under the Equality Act 2010.

For an informal conversation to discuss the role, please contact:

Fern Baker  
Nursery Manager  
Lavender Farm Nursery  
Stour Vale Academy Trust  
0121 285 6633

Closing date: 11 August 2025 @ 9.00 am

Interviews: W/C 1 September 2025



## About Lavender Farm Nursery



Lavender Farm Nursery is situated in a residential area in Oldbury convenient to local bus routes and shops. We cater for children from six weeks to 5 years of age and also provide Breakfast club and Afterschool Club. Lavender Farm Nursery is proud to be able to offer Local Government funding for 9-month-olds to 4-Year-olds flexibly. Funding is offered the term after your child reaches the age required.

Lavender Farm Nursery is open 8.00am to 5.30pm, Monday to Friday. We are open all year round except for the Christmas break and Bank Holidays.

The nursery is a well-planned spacious purpose-built environment for parents and children. We provide good quality integrated care, education and support for the individual needs of children, their families and the local community, through a holistic approach provided by a multi professional staff team, in a safe, stimulating and happy environment.





We positively encourage involvement of parents/carers so that we can work in partnership. To allow the children to reach their maximum potential we provide a balance of activities and experiences appropriate to the age and stage of development for all the children that attend.

We welcome each child and adult, regardless of their background into an environment that values, respects and can offer support.

We have a highly qualified staff team who observe the children individually and plan learning opportunities to aid the children's development and next steps of learning.



## Job Description

Job Title	Deputy Nursery Manager
Grade	Grade 10, £41,511 - £44,711
Responsible to:	Nursery Manager
Responsible for:	Nursery Staff
Working weeks:	Full Year

### Core Purpose:

- The role of the Deputy Nursery Manager is to support the Nursery Manager with the management and smooth running of the Nursery and to deliver the best possible environment and highest standards of care and education for the pupils.
- To identify areas for improvement, deliver solutions and ensure these are fully implemented.
- To set operational standards to ensure the nursery remains compliant at all times.
- To provide high quality childcare and education appropriate to the age and the stage of development of the children.
- To be responsible for the equality and opportunity for all children.
- To take responsibility for promoting and safeguarding the welfare of children within the nursery, the school and the Trust.
- To work in line with the setting ethos and the Trust vision.
- To undertake the full duties of the Nursery Manager in their absence, including making high level decisions, managing staff (including contentious staffing issues) and overseeing operations.

### Legal and Statutory Requirements

The Deputy Nursery Manager's professional duties must be carried out in accordance with the following:

- The Stour Vale Academy Trust scheme of delegation
- The provisions of all applicable legislation
- Keeping Children Safe in Education (KCSIE)
- The Funding Agreements of the Schools within the Trust and the Academy Trust Handbook
- Stour Vale Academy Trust's internal financial controls and procedures
- Early Years foundation stage (EYFS) Statutory framework

## Main Activities

- Be the right hand support for the Nursery Manager, helping to ensure the smooth running of the Nursery. To include undertaking longer pieces of project work, responsibility for defined areas of the nursery operations and being fully accountable for leading, managing and supervising nursery operations in the absence of the Nursery Manager
- Lead and manage direct reports in order to inspire, raise aspirations, improve achievement, embed ambition and continually drive improvement in order to achieve the vision and aims of the Trust.
- Responsible for maintaining and critically assessing all policies, procedures and practices. Independently identifying areas for improvement and appropriate developments.
- Lead the management and response to complaints, seeking input from the nursery manager and support from the assistant nursery manager where needed.
- With the Nursery Manager, take responsibility for the safety, security and well-being of all children, parents/ carers and staff accessing the nursery provision. Ensure adherence to the relevant policies and statutory guidance and through regular and effective monitoring of records and risk assessments.
- Responsible for creating, maintaining and reviewing risk assessments (staff, H&S, EYFS Statutory requirements) and ensuring the effective and appropriate actions are taken in a timely manner with clear records of actions maintained.
- Be responsible for the equality and opportunity of all children.
- Develop strong partnerships with parents/carers and recognise the importance of involving parents/carers in all aspects of their work and to assist with regular parents evenings, open days and outings,
- Responsible for the overall development and implementation of operational planning and programmes of activities which are age and developmentally appropriate
- Liaise with the nursery's SENCO regarding any children with specific needs;
- Supporting the nursery staff team with observations and assessments to ensure individual learning needs are met;
- Assist Senior Practitioners (Room Leaders) to ensure the planning and implementation of exciting activities that promote learning through play
- Continually review and enhance our curriculum by keeping up to date with the latest early years education research and best practices;
- Contribute to the development of the physical environment in the nursery, including the planning for equipment and resources;
- Ensure effective monitoring and tracking of children's learning, and effective reporting to parents;
- Play a key role in welcoming families to Lavender Farm Nursery, from conducting parent tours to assisting with open events and running 'stay and play' sessions;
- Contribute to the nursery news, submitting highlights in nursery together with any relevant notices for parents

- Identify/provide/deliver ongoing training and support to nursery staff to ensure high-quality teaching practices. Review and assess effectiveness of training taking action as appropriate.
- Assist in leading the nursery staff team across the nursery, ensuring the happiness, wellbeing and professional development of all;
- Respect and value all team members, children and parents, encouraging a positive working environment;
- Promote professional development by providing regular feedback, guidance and learning opportunities;
- Ensure that personnel and staffing procedures and issues, including carrying out interviews for new staff, return to work interviews, one-to-one meetings, disciplinarys etc.
- Act as a Designated Safeguard Lead, in line with Safeguarding Policy, ensure that all Safeguarding matters/concerns are dealt with in a sensitive, confidential manner, record any concerns and information regarding Safeguarding.
- Responsible for the development and maintenance of quality frameworks to ensure consistency and coherence in the delivery of a high-quality care, play and learning environment.

#### **Lead by Example:**

- Lead by example, modelling outstanding care and education;
- Role model exceptionally high standards, never cutting corners, thriving on feedback, and leading excellence.

#### **Staff Management**

- Ensure the training, motivation and development of staff and to attend any training events or meetings as identified by the manager to keep up to date with current practice.
- To undertake line management responsibility for staff working within the nursery:
  - Arrange and attend regular management meetings, staff meetings as appropriate
  - Assist with the collection and recording of fees and income using the nurseries financing system.
  - Carry out regular supervision sessions with staff.
  - Mentor and support staff with their continuing professional development and motivate individuals and the team to provide a high standard of service
  - Manage induction programmes as necessary.

#### **Safeguarding**

- Act as a Designated Safeguard Lead, in line with Safeguarding Policy, ensure that all Safeguarding matters/concerns are dealt with in a sensitive, confidential manner, record any concerns and information regarding Safeguarding.

#### **Implement our Inspiring Curriculum**

- Support Senior Practitioners (Room Leaders) with the planning and implementation of exciting activities that promote learning through play



- Enhance our curriculum by keeping up to date with the latest early years education research and best practices;
- Contribute to the development of the physical environment in the nursery, including the planning for equipment and resources;

#### **Relationships with Parents:**

- Ensure effective monitoring and tracking of children's learning, and effective reporting to parents;
- Play a key role in welcoming families to Lavender Farm Nursery, from conducting parent tours to assisting with open events and running 'stay and play' sessions;
- Contribute to the nursery news, submitting highlights in nursery together with any relevant notices for parents
- Develop mutually respectful relationships with children staff and parents/carers.
- Develop strong partnerships with parents/carers and recognise the importance of involving parents/ carers in all aspects of their work and to assist with regular parent's evenings, open days and outings.

#### **Working with the Team**

- Lead the nursery staff team, ensuring the happiness, wellbeing and professional development of all;
- Provide ongoing training and support to nursery staff to ensure high-quality teaching practices
- Liaise with the nursery's SENCO regarding any children with specific needs;
- Supporting the nursery staff team with observations and assessments to ensure individual learning needs are met;
- Respect and value all team members, children and parents, encouraging a positive working environment;
- Promote professional development by providing regular feedback, guidance and learning opportunities;
- Ensure that personnel and staffing procedures and issues, including carrying out interviews for new staff, return to work interviews, one-to-one meetings, disciplinaries etc.

#### **Other**

- Be aware of, and comply with, policies and procedures relating to safeguarding, child protection, health and safety, confidentiality and data protection, recording/ reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop;
- Contribute to the overall vision and values of Stour Vale Academy Trust;
- Attend and participate in meetings, training and other learning activities and performance development as required;
- Any other duties commensurate with the duties/responsibilities/grade of the post

Duties may vary according to the organisational structure within the nursery. The structure may include additional posts that are focused on either delivering or supporting the delivery of one or more of the responsibilities outlined above.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher/senior leader to carry out appropriate duties within the context of the job, skills and grade. It is the practice of Stour Vale Academy Trust to periodically review job descriptions to ensure that they relate to the job performed and to incorporate any changes. In these circumstances, Stour Vale Academy Trust will seek to reach agreement on reasonable changes but, where agreement is not reached, Stour Vale Academy Trust reserves the right to make changes to the job description, following consultation.

Stour Vale Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post.

**Job Title** Deputy Nursery Manager

**Grade** Garde 10 £41,511 - £44,711

**Responsible to:** Nursery Manager

**Responsible for:** Nursery Staff

**Working weeks:** Full year

No	Categories	Essential	Desirable
<b>QUALIFICATIONS</b>			
1.	Level 3 in Childcare or Equivalent.	◆	
2.	Level 5 in Childcare or Equivalent.		◆
3.	GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths.	◆	
4.	Paediatric First Aid Certificate.	◆	
5.	Core Working Together Level 3.		◆
<b>EXPERIENCE</b>			
6.	Experience of working in an EYFS setting.	◆	
7.	Sound knowledge and understanding of the EYFS Framework and the impact of early years development on children.	◆	
8.	Experience of leading and managing staff effectively	◆	
<b>ABILITIES, SKILLS &amp; KNOWLEDGE</b>			
9.	Sound understanding of development matters and play based learning.	◆	
10.	Ability to build effective working relationships with children, staff and parents.	◆	
11.	Ability to adapt teaching to meet children's needs.	◆	
12.	Ability to work creatively, flexibly and respectfully with children and adults.	◆	
13.	Understanding of guidance and requirements around safeguarding children.	◆	
14.	confident and sensitive communicator with both adults and children both verbally and in writing	◆	
15.	Able to work calmly and efficiently under pressure	◆	
16.	Ability to use own initiative	◆	

17.	Ability to professionally challenge, resolve issues and complaints as per the correct policies and procedures.	◆	
<b>PERSONAL QUALITIES</b>			
18.	A commitment to getting the best outcomes for all children and promoting the ethos and values of the nursery and the trust.	◆	
19.	Smart appearance	◆	
20.	Commitment to safeguarding and promoting the welfare of children and young people	◆	
21.	Genuine respect for others and desire for equality of opportunity and diversity	◆	
22.	Ability to work as part of a team understanding Trust roles and responsibilities and your own position within these	◆	
23.	Can-do attitude and solution-focused approach with an ability to manage expectations and not over promise	◆	
24.	Have a willingness to demonstrate commitment to the values and ethos of Stour Vale Academy Trust	◆	
25.	Willing to travel to Stour Vale academies	◆	

# ABOUT STOUR VALE ACADEMY TRUST

Our multi-academy trust was founded in 2017 and developed from collaboration between schools, the significant positive impact of which convinced three schools, two secondary and one primary, that together we would have much greater capacity to continuously improve. Over time, Stour Vale has steadily grown. We began as a cross-phase multi-academy trust and as we have grown, both secondary and primary schools have joined us. There are currently Thirteen member schools, six primary, one junior, one infant with day nursery and five secondary.

As a successful family of schools, delivering high-quality education for the communities we serve, Stour Vale values its diversity. Each school brings their own distinct character, community, history and identity. We celebrate the uniqueness of member schools, recognising that there is a great deal to learn from education in different contexts. This is also the reason why we remain outward-looking, committed to learning from research and excellent practice across the education system.

## OUR VISION AND VALUES



Stour Vale Academy Trust holds children and young people at the heart of all that we do. We recognise that as a multi-academy trust we exist in order to advance education for



the public good. Our mission, therefore, is to improve life opportunities for children and young people by both providing the best possible education and care to pupils in Stour Vale member schools and by having a positive impact across the wider education system. Our values are encapsulated in four words:

# OUR VALUES



## INTEGRITY

By always acting with integrity we will deploy our resources appropriately to provide the very best education and care for pupils. This approach will enable us to recruit and retain the best staff who share our values.

We recognise our responsibility to support and challenge member schools to have a positive impact on the lives of children and young people, our communities and the wider educational system.

## RESPECT

We are committed to treating everyone with respect and promoting equality.

Stour Vale member schools are safe and inclusive schools. We value and celebrate the diversity of pupils, colleagues and the communities we serve. We believe that developing pupils' character and their own commitment to treating others with respect must sit alongside the pursuit of academic excellence.

## COLLABORATION

Stour Vale Academy Trust exists because we believe that effective collaboration has a positive impact on the life opportunities of children and young people.

We believe that working collaboratively together we have much greater capacity to realise continuous improvement in all member schools. Therefore, we seek to actively promote positive, impactful collaboration, most often with school-based staff taking the lead.

## EXCELLENCE

We are committed to constantly pursuing excellence and improving all aspects of our work as a trust.

Excellence in teaching and learning, curriculum and character development is our primary focus. This will be achieved by realising our ambition to provide top-level professional learning for all colleagues, developing leadership in every role and providing exceptional back-office services such as HR and finance.

[SVAT.ORG.UK](https://svat.org.uk)

We describe our shared approach to school improvement as 'secure autonomy'. Headteachers, with school leadership teams and staff, have autonomy to lead school improvement in their own schools, responsively and in collaboration with others within and beyond our trust. We believe that this approach enables us to grow, attract and retain excellent school leaders and to develop the most innovative and impactful school improvement strategies. We recognise that this autonomy must be secured within the structure of the multi-academy trust, and our model of challenge and support for impact, underpinned by our shared values, ensures sustained school improvement and a sharp focus on outcomes for pupils. This in turn realises our ambition that *Stour Vale* member schools will *create the difference together*.



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# CONTACT US

For informal talks please contact:

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Nursery Manager  
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0121 285 6633

Please visit our website: <https://lavenderfarm.sch.life/>