



# We are looking to recruit a Deputy Nursery Manager

Grade: 7

Required from: ASAP

PART OF THE  
**LIFE**  
MULTI  
ACADEMY  
TRUST

# The Advert

**Deputy Nursery Manager**

**Required from ASAP**

**Grade 7, Pay Point 11 - 14**

**Permanent**

**£27,715 - £29,075**

**37 hours, 52 Weeks a Year**

## **Join Our Team!**

We are looking to recruit a deputy nursery manager on a permanent basis as soon as possible. This is a great opportunity for someone passionate about early childhood development who is keen to develop their career and take on a leadership role.

As deputy you will assist the manager with the day to day running of the nursery using best practice within the EYFS framework; be responsible for the safety and well-being of the children in accordance with their learning and development needs and assist with the supervision/direction of staff.

The successful candidate must be able to assume full responsibility of the nursery in the manager's absence, ensuring it runs smoothly and efficiently, which may involve additional hours (within reason) as/when required. You will therefore have the ability to be a strong and enthusiastic leader/team player, who can set clear objectives for yourself and the team and who can develop positive relationships with colleagues, parents, children and outside agencies.

## **Why Work With Us?**

- **Supportive environment:** You'll work alongside a team of welcoming and supportive practitioners in a fun and engaging atmosphere, fostering teamwork and collaboration.
- **Professional growth:** Gain valuable experience in a respected nursery with over 20 years in early years education, enhancing your skills and career prospects.

## **About us:**

Bosworth Academy Day Nursery is a vibrant and friendly childcare facility providing exceptional care and education for children aged 6 weeks to 4 years. Located at Bosworth Academy, we are well-regarded in the community and conveniently situated within the heart of Desford.

## **Closing Date**

The closing date for completed applications is **Friday 2nd October 2026 at 12.00pm** with interviews taking place during the week commencing Monday 5th October 2026

## **Application process**

Application forms and further details can be downloaded from ETeach on:

<https://www.eteach.com/careers/bosworthacademy/>

Completed application forms should be submitted via ETeach. An email will be sent to shortlisted candidates with details of the interview process and the outline of the day.

If you have any queries on any aspect of the application or need additional information, please contact the school or send an email via ETeach, where we will be happy to help you.

Thank you, and we are really looking forward to hearing from you.

**Bosworth Nursery**

**Leicester Lane**

**Desford**

**Leicester**

**LE9 9JL**

**01455 823889, [nursery@bosworthacademy.org.uk](mailto:nursery@bosworthacademy.org.uk)**

**Becky Jarvis - Nursery Lead Practitioner**

LiFE Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to a DBS check and an online search.

At LiFE Multi Academy Trust we embed the principles of equality, diversity and inclusion into everything we do. As a Trust we actively encourage applications from those in minority groups and with diverse backgrounds.

## Job Profile

|                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                         | <b>Deputy Nursery Manager</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Grade<br/>Salary information</b>      | <b>Grade 7, Pay Point 11 - 14</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Hours and Weeks</b>                   | 37 hours per week, 52 weeks a year                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Work pattern</b>                      | As agreed by line manager - between 7.45am to 6pm                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Responsible To:</b>                   | Nursery Manager<br>Nursery Lead Practitioner                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Responsible For:</b>                  | the delivery of high quality EYFS curriculum in adherence with all statutory obligations                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Key Relationships / Liaison with:</b> | Nursery staff<br>Children<br>Parents                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Job Purpose:</b>                      | <ul style="list-style-type: none"> <li>• To provide learning, care and safety for a specified group within the nursery</li> <li>• To work within (but not limited to) the EYFS standards / framework and other statutory requirements and codes of practice</li> <li>• To coordinate and ensure compliance with health and safety policies and procedures</li> <li>• To supervise and support nursery staff</li> <li>• To assist the nursery manager to maintain and develop a high</li> </ul> |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>quality curriculum, outcomes and quality of provision</p> <ul style="list-style-type: none"> <li>• To build and maintain positive relationships with parents and other professionals</li> <li>• To maintain a flexible approach which will enable the nursery to reach its full potential</li> <li>• To assume responsibility for the nursery in the manager's absence, ensuring that it runs smoothly and efficiently</li> <li>• To support the nursery manager in the following ways:-</li> </ul> |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Overall

All employees employed within this job description must be willing to:

- To develop everyone's potential academically, socially, morally, spiritually and emotionally in a stimulating and challenging environment in order to educate children who can think independently, behave responsibly and continue to learn successfully.
- To support the development of the day nursery through effective teamwork at all levels and through wholehearted and effective support of the school's key principles: to achieve excellence in learning, to create a sustainable learning community, to ensure integrity and innovation in what we do, to promote respect for all, and to promote opportunities for all.
- To follow and embed the nursery's vision statement:-
- At Bosworth Academy Day Nursery we aim to provide a safe, welcoming and friendly environment for children to achieve excellence through play and learning. We recognise the individuality of all children and their entitlement to high quality care and education. We aim to ensure the atmosphere in our provision enables all children to feel valued, secure and include

## **Job Role**

Deputy Nursery Manager will be responsible for:

### **General**

- to ensure the delivery of high quality EYFS curriculum in adherence with all statutory obligations
- to maintain timely and accurate records in relation to nursery staff and children
- to develop nursery policies and procedures in conjunction with the nursery manager
- to have an understanding of the nursery's budget and to ensure that school policies and procedures are followed in respect of all financial matters, dealing with enquiries and new customers
- to assist with the setting of performance targets and appraisal of nursery staff
- to act as a mentor for student placements as delegated
- to open and close the nursery as and when required

### **Health & Safety**

- to be the designated person responsible for health and safety within the nursery, ensuring and maintaining a safe environment for all children and staff
- to coordinate and ensure compliance with all health and safety policies and procedures
- to carry out necessary safety checks, liaising with the nursery manager, school coordinator and premises staff
- to ensure accurate records are kept
- to be responsible for carrying out fire drills
- to maintain high standards of cleanliness in kitchen areas and to ensure that accurate up to date records are kept by staff
- to delegate minor health and safety tasks to staff members as appropriate
- The nature of the work may involve the post holder carrying out work outside of normal working hours.

- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- This post is subject to a check being carried out at an enhanced level by the Disclosure and Barring Service (DBS) regarding any previous criminal record.
- The post holder should also refer to the Childcare Assistant and Group Leader job descriptions/person specifications as applicable.
- This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

## **Conduct**

**Staff within this role are employed under the following Job Description and Person specification below. Details of specific roles are directed as necessary by the school.**

## Person Specification

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Essential | Desirable |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| <b>Qualifications</b> <ul style="list-style-type: none"> <li>• At least a level 3 childcare qualification: NNEB / NVQ or equivalent ✓</li> <li>• A commitment to achieve a level 4 qualification and advance further through continuous professional development ✓</li> <li>• Experience of observation / monitoring of children ✓</li> <li>• Paediatric First Aid qualification ✓</li> <li>• Basic food hygiene qualification</li> <li>• Child protection/safeguarding training (if not already in place, training will be provided when in post) ✓</li> <li>• An awareness of supporting the needs of vulnerable children and those with SEN ✓</li> <li>• Experience of leadership/team development ✓</li> <li>• Experience of working in partnership with other professionals in the provision of quality childcare ✓</li> </ul> |           |           |
| <b>Knowledge &amp; Experience</b> <ul style="list-style-type: none"> <li>• Sound knowledge of EYFS curriculum and other national standards/codes of practice ✓</li> <li>• Ability to communicate and work in partnership with staff and parents/carers ✓</li> <li>• Ability to demonstrate calmness under pressure ✓</li> <li>• Ability to organise and prioritise own workload; and the ability to work to deadlines ✓</li> <li>• Awareness, at all times, of health &amp; safety requirements in the nursery ✓</li> </ul>                                                                                                                                                                                                                                                                                                         |           |           |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Essential                                                        | Desirable |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-----------|
| <b>Personal Attributes</b> <ul style="list-style-type: none"> <li>• Ability to work flexibly to meet the practical demands of the role</li> <li>• An enthusiastic leader, able to generate enthusiasm</li> <li>• Willingness to work with all staff across the nursery and school</li> <li>• Professional, friendly and flexible approach to work</li> <li>• Integrity, empathy and patience</li> <li>• Able to manage sensitive and confidential situations</li> <li>• Self-motivated</li> <li>• Ability to interpret instructions and implement effectively</li> <li>• Attention to detail – high level of accuracy</li> <li>• Loyal and dependable</li> <li>• Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010</li> </ul> | ✓<br>✓<br><br>✓<br>✓<br>✓<br>✓<br><br>✓<br>✓<br>✓<br>✓<br>✓<br>✓ |           |

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any member of staff who develops a disabling condition.



**Join us in making a difference and apply to be  
a part of our dedicated team.**

**Together, we can continue to lead positive  
change and provide exceptional educational  
experiences for all.**



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