



**Nursery Deputy Manager
Stroud Green Primary School**

STG/NDM

Closing date: 8/05/26

STROUD GREEN



SCHOOL

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STROUD GREEN



Stroud Green Primary
School Woodstock Road,
London, N4 3EX Tel:
0207 272 4539

Email:

head@stroudgreenprimary.com

Nursery Deputy Manager
(1 year maternity Cover)

Salary Grade Range: Scale 6, point 18-20

Salary Range: £35,520 - £36,585 per annum

Hours: Full-time, 36 hours per week

Contract status: Maternity cover, all year round

Required for a July start

Stroud Green Primary are seeking to appoint a highly skilled, professional and team-oriented person to the rewarding role of Deputy Manager in our nursery provision. We are significantly oversubscribed in all categories of care and work with an extremely supportive family community. Stroud Green Primary is a 'Good' school with a new and innovative approach to pre-school education.

The successful candidate will have worked within a school or nursery environment. This role is a maternity cover position and would suit someone who is looking for the chance to join a welcoming team, working within a busy nursery environment.

The post holder will have daily contact with children, staff and parents and must have a welcoming disposition and the ability to relate effectively to all the different members of our community. Excellent verbal and written communication skills and efficient organisational skills at all levels are essential. You must have experience of working effectively on your own initiative and under pressure, and be able to multitask with a crucial 'can-do' attitude.

Applicants must have the ability to prioritise their workload, multitask and be able to use a range of computer software, including spreadsheets and databases. You must be very confident in your presentation and communication skills. Excellent standard of English, good telephone manner, attention to detail and a positive attitude are essential. Significant experience of working within an administrative environment is a requirement of this post as is the ability to work as part of a team but also on your own initiative.

Visits to the school and Nursery are welcomed so you can meet the team and see our fantastic facilities. If you would like to visit, please email assistanthead@stroudgreenprimary.com with the subject line Nursery Deputy Manager. Please include your contact details in the email.

Closing date: 08/05/26

Interviews: 13/05/26

Please apply online by emailing head@stroudgreenprimary.com to request an application form.

Stroud Green Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants. Also, this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

STROUD GREEN



Nursery Deputy Manager

Job Description

(SUPPORTING AND DELIVERING LEARNING)

Salary Grade Range: Scale 6, spinal point 18-20 (£35,520 - £36,585 per annum) Hours: 36 per week (52 weeks per year)

Responsible to: Headteacher/ Early Years Assistant Headteacher

MAIN PURPOSE OF THE JOB

- To provide operational leadership, (alongside the AHT and the rest of the school leadership team) in order to ensure the success and development of the provision with a particular responsibility for admin, safeguarding and operations.
- To lead in the day-to-day management of the Nursery including deputising for the AHT, as necessary and particularly out of term time.
- Leading on safeguarding in the absence of the AHT or SLT.
- To provide routine general clerical, administrative, and financial support to the Nursery
- Be responsible for the 'front of house' in the main reception answering queries in person, via email or telephone.
- Provide clerical support to teaching staff (including the EY SENDCo), alongside administrative support with maintaining registers and waiting lists.

MAIN RESPONSIBILITIES

Administration/General

1. Contribute to planning, development and organisation of support service systems/procedures/policies
2. Organise school trips/events etc
3. Train and develop administrative staff as appropriate
4. To undertake reception duties, answering routine telephone, face-to-face enquiries and signing in visitors.
5. To assist with pupil first aid and welfare, looking after sick pupils, liaising with parents, staff etc.
6. Assist with arrangements for school trips events etc.
7. Undertake research and obtain information to inform decisions
8. Assist with procurement and sponsorship
9. Assist with marketing and promotion of the school
10. Undertake a range of general financial administration procedures e.g processing orders.
11. Manage manual and computerised record/information systems
12. Analyse and evaluate data/information and produce reports/information/data as required
13. Undertake typing and word-processing and other IT-based tasks
14. Provide personal, administrative and organisational support to other staff
15. Complete and submit complex forms and returns, including those to outside agencies e.g. DCSF
16. Provide general clerical/admin support e.g. photocopying, filing, emailing, complete standard forms, and respond to routine correspondence.
17. Maintain and collate pupil reports and records.

Deputy Manager Role

1. To support and develop the vision, values and principles of the Centre, alongside the leadership team, to ensure high quality provision for all children and their parents.
2. To support in the children's rooms as required.
3. To deputise for the AHT, including managing the day to day running of the Nursery during non-term times.
4. To work alongside the AHT, leadership team, governors and staff to develop and implement the School Development Plan (SDP) which identifies priorities and targets to ensure that children achieve high standards and make progress, increasing the effectiveness of teaching and learning and securing school development. In addition, to take responsibility for delegated aspects of the plan.
5. To hold management responsibility for safeguarding as required.
6. To represent the Nursery and, when required, the wider school and its aims and achievements to Ofsted, LA inspectors, visitors, governors, parents, carers, and other members of the community.
7. To share in the responsibility for the writing, implementation and evaluation of policies and procedures in line with the requirements of the Early Years Foundation Stage and to ensure effective teaching and successful learning and development by all children.
8. To be responsible for any tasks delegated by the Assistant Head Teacher.

Responsibilities

1. Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. To adhere to school health and safety policy including risk assessment and safety systems.
3. To adhere to school policy on equality and diversity.
4. To contribute to the overall ethos/aims of the school.
5. To appreciate and support the roles of other professionals.
6. Attend and participate in relevant meetings as required.
7. Participate in training opportunities and professional development as required.
8. Undertake similar clerical duties commensurate with the level of the post as required by the Head teacher.

Arrangements for appraisal of performance:

There is an annual appraisal cycle carried out by line managers which seeks to acknowledge success, resolve problems and identify training/development needs.

POST HOLDER DECLARATION

NAME:	
SIGNED:	
DATE:	



Nursery Deputy Manager Person Specification

<p>Experience</p>	<ul style="list-style-type: none"> ● Experience of development, management and operation of administrative systems ● Experience of general financial work e.g bookkeeping. ● At least one year relevant experience working in a nursery
<p>Qualifications</p>	<ul style="list-style-type: none"> ● NVQ3 or Equivalent qualification or experience in relevant discipline ● Very good level of numeracy/literacy skills ● Willingness to undertake EYFS training including pediatric first aid
<p>Knowledge & Skills</p>	<ul style="list-style-type: none"> ● Effective use of ICT packages and good keyboard skills. and other specialist equipment/resources ● Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation ● Very good ICT skills ● Ability to relate well to children and adults ● Work constructively as part of a team, understanding school roles and responsibilities and your own position within these ● Ability to self-evaluate learning needs and actively seek learning opportunities ● Ability to identify own training and development needs and cooperate with means to address these. ● Ability to form and maintain appropriate relationships and personal boundaries with children and young people ● Appropriate knowledge of first aid or willing to undergo training ● Competent use of relevant administrative equipment/resources e.g. photocopier ● To promote and safeguard the welfare of children within the school ● Able to work on own initiative and as part of a team.

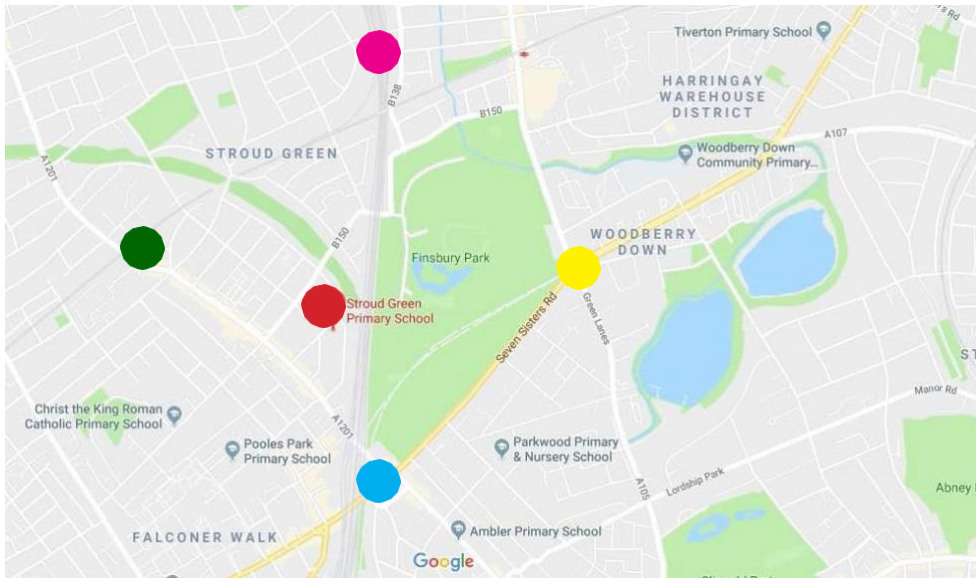
Equal Opportunities	<ul style="list-style-type: none">● Commitment to the implementation of the school's equal opportunities policy
Continuing Professional Development	<ul style="list-style-type: none">● Willingness to undertake additional training/staff development as appropriate● Ability to reflect on your own professional practice

STROUD GREEN



SCHOOL

School location



● Stroud Green Primary School

● Finsbury Park Station ●

Manor House Station ● Crouch

Hill Station

● Haringey Station

Stroud Green
Primary School
Perth Road,
London N4 3HB
Tel: 020 7272
4539

www.stroudgreenprimary.com



Selection process and how to apply

Application deadline

Completed application forms must be received by .

Please send your completed application form to head@stroudgreenprimary.com . If you need any assistance, please speak to Rhonda Scott.

Completing your application

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all of the criteria identified at the application stage.

Visits

Visits to the school and Nursery are welcomed so you can meet the team and see our fantastic facilities.

If you would like to visit, please email assistanthead@stroudgreenprimary.com with the subject line Nursery Deputy Manager. Please include your contact details in the email.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

Selection procedure

Shortlisting will take place on **9th May 2026** and interviews will take place on **13th May 2026**

Shortlisted candidates will be given more details after shortlisting has taken place. Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone, e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases, at least one professional reference is required.

The post will be offered subject to satisfactory completion of pre-employment checks.