



My Little Explorers – EYFS Leader / Deputy Manager

Who are we?

My Little Explorers started in 2013 as a Forest School in Farley Mount. In 2022, we opened a second location in Romsey - a Forest Nursery. Both settings are secure natural spaces where children can develop their imagination, take risks and build on social skills. With the support of Early Years and Forest School practitioners' children learn in a natural environment and have the freedom and space to be themselves – to run and hide, climb and build dens, tell stories and cook on the campfire. Every day is different as our outdoor settings change from season to season creating new learning opportunities.

Job overview

What is the purpose of the job?

As an inspiring EYFS Leader and Nursery Deputy Manager, you will form an integral part of the nursery management structure, providing professional leadership and management to your team which will consist of Early Years Practitioners, Team Leaders and support staff.

You will head up the team responsible for our over 3's (our Bumble's) and in liaison with the Nursery Manager you will oversee all quality and legislation.

Experience, skills and attributes:

- NVQ 3 or above in childcare and education with a thorough working understanding of Ofsted requirements, the Early Year Foundation Stage and Welfare Requirements.
- Inspiring and effective leadership capabilities.
- The ability to manage the nursery in the absence of the Nursery Manager.
- Previous experience working with children (ideally as a Nursery Nurse, Nursery Practitioner, Early Years Practitioners, Nursery Assistant or similar)
- Strong knowledge and understanding of Safeguarding, Child Protection, and the wider legislative requirements for working with children.
- The ability to work as part of a team and use initiative to plan activities.
- Inspiring children with effective communication and listening skills.
- Enjoy working outdoors and embracing all that nature has to offer!

Benefits of working for My Little Explorers

- Competitive salary
- Generous holiday scheme
- Discounted childcare for parents
- Ongoing professional development and training
- Pension scheme
- Uniform provided

Key responsibilities

Childcare and Education

- Working with our Forest School leader, as our EYFS leader you are responsible for the over 3's group. Supporting the day to day running of the nursery in conjunction with and in the absence of the Nursery Manager.
- Promote high standards of quality within the nursery in respect of the environment, resources and experiences offered to children.
- Ensure that all children attending the nursery receive rich and stimulating experiences appropriate to their age and stage of development.
- Ensure that practice and provision in the nursery meets the requirements of the Early Years Foundation Stage and Forest School ethos.
- Ensure that children are kept safe and that staff understand and, when necessary, follow Safeguarding Procedures.
- Promote and facilitate partnerships with parents/carers and other family members.
- Support the development of good practice with regards to special needs and inclusion.
- Maintain a positive attitude at all times with children, parents, visitors and work colleagues
- Ensure confidentiality, where appropriate, is maintained
- Attend regular staff meetings, planning meetings and undertake training as required

Health and Safety

- Supporting the Manager in the day-to-day operation in order to ensure the health and safety of the children, their parents and carers, the team and any visitors to the nursery.
- This is a physically demanding job which requires an adequate level of mobility. If there are any facts which will impede on this you must inform the nursery manager or deputy as soon as possible
- To ensure the maintenance of adequate standards of cleanliness and hygiene for the children attending the nursery. This includes changing nappies and toilet training.
- Adhere to all health and safety policies and procedures.
- Be fully aware of all emergency and security procedures.

General

- Support with administrative duties associated with the nursery, such as maintaining children's records, and liaising with other settings
- Adhere to all Company policies and procedures.
- Ensure that the Company's policies on diversity and equal opportunities are adhered to.
- Undertake any other duties as reasonably requested by line management.

The duties and responsibilities in this job description are not exhaustive or restrictive, changes and other duties relevant to this post may be added. This job description may be reviewed in the future.

We are committed to safeguarding and promoting the welfare of children and young people and an enhanced DBS check will be required for this role. We aim to be an equal opportunity employer and select staff on merit, irrespective of race, sexual orientation, gender identity, age, religion or belief.