



Deputy Nursery Manager

Part time (3 days per week, Monday - Wednesday)

Permanent, £34,175 per annum pro rata. Actual salary £20,505 per annum

The College

One of the largest Colleges in the University of Oxford, with around 865 students, St Anne's is known for being down-to earth, ambitious, outward facing and collaborative. We aspire to understand the world and change it for the better.

Established in 1879 to enable women from all backgrounds to access an Oxford education, the College is committed to securing our legacy and future by being a diverse and inclusive community that is the home of choice for the brightest and most ambitious from all backgrounds, including those who may think that Oxford is not for people like them.

Our community includes undergraduate and graduate students, academics involved in world leading research and teaching, and staff from a wide range of professional backgrounds. Helen King, our Principal since 2017, is a graduate of St Anne's who took on the role after a thirty-year career in policing.

As a Charity and one of the more modern Colleges, our finances depend upon a diverse range of income streams including a successful vacation conference business and the generosity of our worldwide network of committed alumnae and donors.

At St Anne's we are committed to sustainability and our collective responsibility to preserving the environment. We are working in support of the University of Oxford's target of being carbon net neutral and biodiversity net gain by 2035. We expect all members of College to work towards these goals.

For further information about the College, please visit <http://www.st-annes.ox.ac.uk>

The Nursery at St Anne's College

Rated **Outstanding** by Ofsted, St Anne's College Day Nursery is a full-time day nursery, located in a purpose-built detached building and private garden within the grounds of St Anne's College. It caters for up to 12 children aged 6 months to 4 years, and is open year-round.

At St Anne's College Nursery, we offer a rich and varied curriculum designed to nurture every child's development through meaningful, engaging experiences. Our approach fosters active, curious, and independent learners in a safe and caring environment, where children are supported to thrive and grow.

We provide a **free-flow system** throughout the year, enabling children to follow their interests both indoors and outdoors. Our setting encourages exploration, discovery, and joy through play, conversation, and connection.

We strongly value **outdoor learning** and regularly take children on planned outings, such as walks to the local park, explorations of college grounds, and community visits to shops, libraries, and bookstores. These opportunities give children the chance to connect with the world around them, enhancing their physical development, communication, and understanding of their local community.

Weekly music sessions are a much-loved part of our provision, helping children express themselves creatively while developing rhythm, confidence, and emotional awareness. Singing, movement, and musical play are central to our approach each day.

Our children come from **diverse cultural backgrounds**, and we celebrate every child's uniqueness through inclusive practices and **multicultural activities**. We aim to create an environment where all children feel respected, represented, and valued. We incorporate cultural stories, traditions, and family involvement to promote a strong sense of identity and belonging.

We are committed to **sustainability** and teach children how to care for the environment through everyday routines and hands-on experiences. From recycling to planting and learning about local wildlife, we guide children in understanding their role in protecting the planet and appreciating the natural world.

The oldest day nursery within the University, St Anne's Nursery was founded to provide childcare for Tutorial Fellows and other academics and staff of the College. It also offers places to children of students of St Anne's, to University staff children, as well as to the wider community.

Overview

Job Title	Deputy Nursery Manager
Location	Oxford
Reports to	Nursery Manager
Direct reports	None

The key duties of the Deputy Nursery Manager role are to:

- Support the Nursery Manager on a daily basis to run the Nursery effectively. This will include assisting with practical planning and will include some official paperwork and record keeping related to the Nursery;
- On a daily basis carry out nursery nurse childcare duties and be a key person for children as part of the Nursery team;
- Comply with the new statutory framework for Early Years Foundation Stage (EYFS) and follow the practice guidelines for EYFS;
- Comply with all safeguarding procedures and stay up to date with relevant training.
- Experience as a SENCO co-ordinator or willingness to undertake SENCO training.
- As their key person, to draw up long term, medium term and session plans for your children, incorporating sensory work to ensure each child is receiving high quality standards of care and development. Review these plans with the Nursery Manager on a regular basis;
- Provide a stimulating and happy atmosphere through play and other activities in which all children can interact and develop fully, mentally or physically. Activities must be relevant to children's ages and aim to meet individual needs;
- Report and record information regarding children's progress and development;
- Work both as an individual and as a member of staff team for the wellbeing of all children;
- Identify and assist any child with special difficulties or disabilities;
- Supervise meals, rest periods, toilet and washing routines;
- Promote high standards of cleanliness and hygiene at all times;
- Maintain equipment and ensure all toys, books, etc. are kept clean, in good repair. Remove from play any damaged toys / equipment and report them to

the Manager;

- Be aware of Health and Safety procedures and promote good working practices at all times;
- Assist in the development of good working relationships between children and parents and ensure you have good communication with the parents by utilising drop off and pick up times and meetings as required;
- Promote the Nursery and encourage parents to be actively involved and interested in the Nursery;
- any other duties that apply in a day nursery setting as laid down by the Nursery Manager, Fellow and Committee.

In the absence of the Nursery Manager the Deputy will take on responsibility for the Supervision of the Nursery. Key duties whilst the Manager is away will include:

- Supervise Nursery staff, including any temporary staff;
- Ensure that the staff are supported to carry out their duties and are properly deployed so they can offer appropriate support and stimulation to the children;
- Help manage staff roster and organise cover: organise temporary staff to cover sick or other absence, report sick absence or other leave to HR Office for payroll purposes and record keeping;
- Keep a record of any necessary expenditure or purchases made (any non-routine expenditure must be agreed with the Nursery Fellow in advance);
- Comply with the new statutory framework for Early Years Foundation Stage (EYFS) and follow the practice guidelines for EYFS throughout the Nursery;
- Take responsibility for ensuring the long term, medium term and session plans are followed by each key person, which ensure that each child is receiving high quality standard of care and development;
- Record information regarding children's attendance, progress and development and care information (such as medication given). Ensure that general and sensitive information is held in accordance with confidentiality and data protection procedures of the College. Be aware of Health and Safety procedures and promote good working practices at all times, ensuring temporary and permanent staff are up to date with and following Health and Safety practices in the Nursery;
- Undertake the thorough induction and supervision of any temporary staff.

Personal specifications:

Essential

- Experience of working in a Nursery setting
- Experience with working with children under 2 years old
- Qualified to NVQ level 3 or equivalent in a relevant subject
- Experience as a SENCO or willingness to undertake SENCO training.
- Knowledge and experience of completing records and paperwork relating to the management of a Nursery
- Knowledge of the statutory framework for Early Years Foundation Stage (EYFS) and experience of complying with it
- Competence and ability to use Microsoft office based programmes for emails and record keeping
- A respect and fondness for children
- Excellent communication skills
- Good listening skills
- Excellent organisational and child-supervisory skills
- The ability to inspire and enthuse young children
- Energy, resourcefulness, responsibility, patience and a caring nature
- Enjoy working outdoors in all conditions
- Be willing to encourage and support children in exploring the natural world
- An understanding of the needs and feelings of children
- Ability to work as part of the team, co-operate and build positive relationships
- The ability to remain calm and to keep things in perspective
- Preparedness to undertake additional training or qualifications which might be required as part of continuous professional development or statutory requirements.

Terms and Conditions

Appointment:	This appointment will be subject to satisfactory provision of proof of the right to work in the UK. Appointees who are not British or Irish nationals will need a UK visa or proof of settled or pre-settled status.
Hours of work:	23.25 hours per week, Monday to Wednesday. 8:45 am – 5.15 pm with a 45 minute unpaid break.
Salary:	£34,175 per annum pro rata. Actual salary £20,505 per annum for three days per week.
Annual Leave:	You are entitled to 38 days paid holiday per annum pro rata which includes 8 public holidays. You are not required to work during the winter, spring and summer Nursery closure periods. These will be agreed in advance of each academic year. You will be required to take your holidays during these periods.
Probation:	Four months
Notice:	One month during probation or three months thereafter, excluding the Summer closure period.
Pension:	The College offers membership of the Oxford Staff Pension Scheme (OSPS).
Meals:	Free lunch is provided on working days, when the post holder works either side of lunch.
Employee Assistance Programme:	A confidential employee benefit designed to help you and your immediate family deal with personal and professional problems that could be affecting your home life or work life, health, and general wellbeing. A 24/7 helpline is available to assist you which can provide counselling support as well as a smartphone app and wellbeing portal to access further information.
Bicycle Scheme:	Assistance to purchase a bicycle through a loan scheme.
Bus pass scheme:	A bus pass can be purchased at a discounted rate
Childcare:	St Anne's offers quality childcare provision services to College staff and students via our on-site Nursery. Subject to availability.
Family Friendly Policies:	Salary sacrifice scheme for Childcare. Enhanced family friendly policies.
Flu jabs:	Free annual flu jabs are offered to all staff.

Volunteering Policy:	St Anne's offer up to two paid days per year to do charitable volunteering activities.
Working from Home Policy:	We offer flexible working arrangements subject to job role.
Parking:	You may be eligible to apply for a parking permit for which an annual fee applies.
Other:	Employment is subject to the policies and procedures outlined in the Staff Handbook.

Application process

If you would like to apply for this position please send us all three of these documents:

- A completed application form (download from our website).
- Your CV
- A covering letter stating why you are interested in, and suitable for, this role.

Applications should be sent to recruitment@st-annes.ox.ac.uk

If you would like to discuss the role, or have any queries please call us on 01865 274866 / 284685

The role will remain open until the position is filled. Early application is recommended.

St Anne's College is an equal opportunities employer.

The policy and practice of St Anne's College require that all staff are afforded equal opportunities within employment. Entry into employment with the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Applicants are encouraged to complete the equal opportunities monitoring form.

To view our Privacy statement please see here <https://www.st-annes.ox.ac.uk/privacy-policy/>