



Deputy Manager Recruitment Pack



Thank you for your interest in joining Little Robins' Day Nursery. We are delighted that you are considering becoming part of our founding team.

Little Robins' is a brand-new, purpose-designed nursery opening in February 2026 in the heart of Nafferton. Our vision is to create a warm, nurturing environment where children feel safe to explore, confident to express themselves, and excited to learn. We believe that childhood should be filled with curiosity, joy and meaningful relationships, and we are committed to building a setting that reflects these values every day.

Our approach is inspired by child-led, play-based learning and an emphasis on real experiences, natural materials and thoughtful interactions. We want children to feel valued as individuals, respected as competent learners, and empowered to take ownership of their play and learning.

At Little Robins', relationships matter. We work closely with families, value the knowledge they bring, and strive to build a genuine sense of belonging for every child. Our staff team will play a central role in shaping this culture of welcome, inclusivity and emotional safety.

As a new setting, we have the exciting opportunity to build our practice, environment and routines together. We are looking for a Deputy Manager who shares our passion for high-quality early years education, loves working with children, and wants to help create something truly special from the ground up.

If you are reflective, collaborative, and committed to nurturing both children and adults to be the best they can be, we would love to hear from you.



About the Role:

The Deputy Manager at Little Robins' Day Nursery will play a key role in shaping a nurturing, inclusive and high-quality early years environment. You will work closely with the Nursery Manager to support the leadership, organisation and day-to-day operation of the setting, ensuring that our provision reflects our values and meets statutory requirements.

This is a senior, hands-on role combining three core areas of responsibility:

- **Deputy Manager duties** , supporting the smooth running of the nursery and contributing to leadership decisions.
- **Special Educational Needs Coordination (SENCo)**, leading early identification, support and partnership working for children with additional needs.
- **Room leadership for the Fledglings Room (2+ years)**, ensuring a warm, stimulating, child-led environment where children are supported to explore, communicate and develop independence.

You will help to embed a culture of reflective practice, collaborative teamwork and child-centred pedagogy. As both a leader and practitioner, you will model high-quality interactions, inclusive practice and meaningful relationships with children and families.

What We're Looking For:

We are seeking an experienced, reflective and enthusiastic educator who:

- Is passionate about child-led, inclusive early years practice.
- Enjoys mentoring others and supporting professional development.
- Can build warm, respectful relationships with children, families and colleagues.
- Is confident in taking responsibility and contributing to leadership decisions.
- Is excited by the opportunity to help build a new nursery from the ground up.



Key Responsibilities

The Deputy Manager role includes three interconnected areas of responsibility. You will work collaboratively with the Nursery Manager and staff team to ensure that each area of practice reflects our values, meets statutory requirements and supports the wellbeing and development of every child.

★ Leadership and Management:

- Support the Nursery Manager with daily running of the setting and deputise in their absence.
- Lead, mentor and support staff, including supervisions and professional development.
- Promote safeguarding, inclusion and high-quality early years practice.
- Build positive relationships with families and support effective communication.
- Contribute to planning, assessment and reflective practice systems.
- Help ensure safe, efficient and compliant operation of the nursery.

★ SENCo Responsibilities:

- Lead early identification and support for children with additional needs.
- Coordinate, monitor and review Individual Support Plans (ISPs) and interventions.
- Work in partnership with families and external professionals.
- Support staff to implement inclusive strategies and adapt provision.
- Maintain accurate records and contribute to referrals and reviews.
- Ensure practice meets statutory duties under the SEND Code of Practice.

Protected SENCo time will be provided within contracted hours, based on current need.

★ Fledglings Room Leadership (2+ years):

- Lead day-to-day practice in the Fledglings Room, ensuring a high-quality, child-led environment.
- Model excellent interactions and curiosity-driven pedagogy.
- Support staff with observations, assessments and planning next steps.
- Plan experiences that reflect children's interests and developmental needs.
- Promote positive behaviour, emotional regulation and independence.
- Ensure routines are calm, nurturing and consistent.



Person Specification:

Our Deputy Manager will be an experienced early years professional who can lead practice, support others and contribute to a warm, inclusive and reflective team culture.

★ **Essential Criteria:**

- Minimum Level 3 qualification in Early Years Education or Childcare.
- Experience in a senior practitioner or room leader role.
- Strong knowledge of the EYFS and safeguarding procedures.
- Experience supporting children with additional needs.
- Ability to lead, mentor and support staff.
- Strong communication and organisational skills.
- Ability to build positive relationships with children, families and colleagues.
- Commitment to inclusive, child-led, play-based learning.
- Reflective, proactive approach to professional development.
- Confident in taking responsibility and making decisions as needed.

★ **Desirable Criteria:**

- Level 6 qualification in Early Years or related field.
- SENCo experience or training.
- Experience working with external professionals (e.g. SALT, health visitors).
- Knowledge of the SEND Code of Practice.
- Experience in a curiosity-inspired or natural-play environment.
- First Aid qualification.
- Experience supporting staff supervisions or training.

★ **Personal Qualities:**

- We are looking for someone who:
- Is warm, approachable and professional.
- Enjoys working collaboratively as part of a team.
- Is patient, empathetic and respectful of children's unique needs.
- Can stay calm and solution-focused in busy environments.
- Values play, exploration and positive relationships.

Shortlisted applicants will be assessed against these criteria through their application (CV and cover letter), interview and practical tasks, and subsequent reference and suitability checks.



What We Offer:

At Little Robins' Day Nursery, we aim to create a supportive, collaborative and positive working environment where staff feel valued, trusted and empowered to grow.

As a Deputy Manager, you will have the opportunity to help shape a brand-new setting and to contribute meaningfully to its ethos, culture and practice from the very beginning.

★ Role Details:

- Full-time, 40 hours per week, Monday to Friday.
- Flexible working pattern between 8:00am and 6:00pm.
- Protected time for planning, admin and SENCo responsibilities within contracted hours, based on current need.
- Start date: **February 2026.**

★ Salary and Benefits:

- £31,000 per annum.
- Supportive, values-led working culture.
- Professional development and training opportunities.
- Opportunities for career growth as the nursery expands.

★ Our Commitment to Staff:

- We are committed to nurturing a workplace where:
- Staff feel respected, listened to and supported.
- Wellbeing and work-life balance are valued.
- Sharing ideas, reflection and professional curiosity are encouraged.

We believe that when adults feel confident, empowered and connected, children flourish.


★ Why Join Us?

This role offers the unique opportunity to:

- Be part of a founding team.
- Shape the culture, environment and practice of a new setting.
- Make a meaningful difference in the lives of children and families.
- Grow professionally in a supportive, collaborative environment.



How to Apply:

If you are interested in joining Little Robins' Day Nursery, we would love to hear from you. To apply, please send your **CV**, and **cover letter** explaining how you meet the essential and desirable criteria for this role to:  contact@littlerobinsdaynursery.co.uk

Please ensure your cover letter includes specific examples from your experience, as applications will be shortlisted against the person specification.

If you would like an informal conversation about the role before applying, please feel free to get in touch via the same email address.

Application closing date: Friday 3rd January 2026

★ Recruitment Process:

Shortlisted candidates will be invited to a two-stage selection process that includes:

- An interview.
- Practical tasks exploring interaction with children, leadership and SENCo responsibilities.

We will aim to make the recruitment process supportive, transparent and reflective of our values.

★ Safeguarding Statement:

Little Robins' Day Nursery is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

All applicants will be required to:

- Provide satisfactory references.
- Undergo an enhanced DBS check.
- Demonstrate suitability to work with children.

Any offer of employment will be subject to the completion of safer recruitment checks.

★ Equality and Diversity:

We welcome applications from all individuals, regardless of age, gender identity, sexual orientation, disability, ethnicity, religion or background.

We are committed to fostering an inclusive community where everyone feels respected, valued and able to thrive.

Thank you for your interest in Little Robins' Day Nursery and in becoming part of our founding team.

We look forward to hearing from you.