University of St Andrews

## Saints Sport (Nursery) -

# Deputy Manager, CG1963

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# Introduction

*"Our remarkable students and staff are the lifeblood of St Andrews. It is their energy, vision and momentum [we] aim to support, to free them to use knowledge, ideas, and potential for the benefit of all."* The Principal, Professor Sally Mapstone

Founded in 1413, the University of St Andrews is Scotland's first university and one of the oldest in the English-speaking world. With more than 600 years of academic excellence, we are proud of our reputation as a world-class centre for learning, teaching, and research.

St Andrews is a close-knit, international community set in a beautiful historic town on Scotland's east coast. Our students and staff come from over 140 countries, creating a diverse and globally minded environment. We strive to create an inclusive culture in which all can flourish, and the University have attained several diversity awards, including those related to race and gender equality, and support for carers, which demonstrate our commitment to this ambition. The University is consistently ranked among the UK's top institutions for student satisfaction, research quality, and teaching excellence.

We are a research-intensive university where creativity, collaboration, and critical inquiry are at the heart of everything we do. Whether you are joining us in an academic, professional, or support role, you will be part of a team committed to delivering outstanding education and making a meaningful contribution to society.

For those looking to be part of a university with deep-rooted heritage, a global outlook, and a forward-thinking approach, we invite you to consider joining our community at the University of St Andrews.

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# Saints Sport

The University of St Andrews Nursery is nestled on the fringes of St Andrews in a tranquil setting sitting on the East Sands and just a short walk to the town centre. The Nursery aims to provide high quality Early Years Childcare for children from birth to 5 years of aged. The nursery is accessible to both staff and students associated with the University of St Andrews and the wider community.

The main objective of the University of St Andrews Nursery is to provide a caring and supportive environment for the children by providing a service which is responsive to the individual needs of the children who attend the care service parents/carers and the wider community.

Every child is unique and at the University of St Andrews Nursery respects this, and as a result we want to ensure each child has the best possible start to the time at nursery. The University Nursery is committed to developing the perfect environment for all out children to learn, grow and develop, with safety and fun at the heart of our practice.

Our Learning Approach

The Nursery strives to offer a wide range of play experiences while considering the individual needs of each child. Age and stages of development are be catered for. Children are to have input through practitioners acknowledging and respecting the child's voice – either verbalised or through observation, into planning and developing the resources that the Nursery provides.
The Nursery offers a range of areas for the children to play inside and outside. Activities and play are self-directed by the children with practitioners facilitating this by providing appropriate resources or help when and where required.

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# Job Description

| | |
|---|---|
| **Reporting to:** | Nursery Manager |
| Location: | St Andrews |
| Job Family: | Operational & Facilities |
| Working Hours: | 36.25 hours per week with occasional weekends/out with normal working hours for training purposes |
| Grade/Salary Range: | £32,080 - £37,694 per annum |
| Reference Number: | CG1963RH |

## Main Purpose of the Role

The role holder is responsible to the Nursery Manager for ensuring the successful daily management and delivery of a professional, high quality and efficient service at the University of St Andrews Nursery.

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# Key Responsibilities

### 1.General

- Understand and comply with all University of St Andrews Nursery Policies and Procedures and ensure the implementation of these in day-to-day operations.
- Engaging positively and effectively with parents/carers, staff, key partners and stakeholders.
- Monitor and support activity planning to make sure that children's needs are met and developed.
- Responsible for providing staff with a professional role model, spending an adequate amount of time on the floor within each area of the setting.
- Assisting the Nursery Manager to ensure that Policies and Procedures are reviewed and updated regularly.
- Complying with all Care Inspectorate legislation and protocols – including inspection preparations, variations, annual returns, weekly e-form notifications and reporting accidents / incidents when required.
- Ensuring development and improvement plans of the service involves all service users.
- Supporting the Nursery Manager with day-to-day Nursery administration such as forward planning, waiting list management, emailing parents/carers and creating staff rotas.

### 2. Childcare and Education

- Promote high standard of quality within the Nursery in respect of the environment, resources and experiences offered to children.
- Demonstrate an in-depth knowledge of Child Wellbeing and Protection and taking on the responsibility of Child Protection officer in absence of the Nursery Manager.
- Ensure that the practice and provision meet the requirements of the Care Inspectorate (CI) and the Early Years Framework.
- Ensure displays, care plans and children's learning journals are kept fully up to date.

### 3. Service Delivery

- Maintain a presence and visibility within the Nursery to ensure the highest quality of care is provided by the staff team.
- Build and maintain close working relationships with internal and external agencies, such as Speech and Language Therapists and Health Visitors.
- Always promote a professional image of the University of St Andrews.

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# Key Responsibilities

**4. Staff Management**

- Assist the Nursery Manager to ensure mechanisms are in place to facilitate, monitor CPD folders, refresh training and development of staff.
- Facilitate and engage in regular staff meetings.
- Develop open and positive working relationships with staff and senior management.
- Ensure staff understand the core values, vision and aims of the Nursery.
- Ensure rooms have adequate cover and are within staff: child ratios in line with CI Conditions of Registration at all times.
- Assisting the Manager to ensure staff are gaining adequate training hours for their SSSC registration and are registered.
- Mentoring staff through their qualifications and apprenticeship.
- Observing and supporting practitioners' practice.
- Create and maintain a culture of self-evaluation and reflective practice throughout the Nursery.

**5. Health and Safety, Compliance and Quality Assurance**

- To ensure that the service delivered by the University of St Andrews Nursery complies with relevant safety requirements and statutory legislation including First Aid, Fire Safety, Risk Assessments, Infection Control.
- Support Nursery Manager with Quality Assurance through Improvement Plans by adding revenant information and evidence.
- Comply with Fife Council guidance as an Early Years Partner Provider by completing and embedding Improvement Plan priorities throughout the setting.
- Support the Nursery Manager to complete Fife Council EQUIP processes and ensure key documents are submitted by the deadline as requested.
- Work with Fife Council's Early Years Development Officer to ensure best practice and to seek support where necessary.
- Attend and engage in regular Fife Council Partner Provider meetings.

**6. Business Development**

- Provide opportunities for maximising child numbers and income.
- In the absence of the Nursery Manager, provide information as requested by Senior Management.

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# Key Responsibilities

Special Requirements:

Post holder is required to:

Work as appropriate to the operational needs of the Nursery noting that operations change and some adjustments to hours may be occasionally required.
Provide cover during periods of absence of practitioners.
Join/Update the PVG Scheme.
Register with the SSSC within 6 months of employment.

*Please note that this job description is not exhaustive, and the role holder may be required to undertake other relevant duties commensurate with the grading of the post.*

*The role may be subject to amendment over time as the role develops and/or priorities and requirements evolve.*

## Person Specification

**Essential Criteria** – requirements without which a candidate would not be able to undertake the full remit of the role. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the short-listing stage.

**Desirable Criteria** – requirements which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential requirements.

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# Person Specification

| Attributes | Essential | Desirable | Means of Assessment (i.e. application form, interview, test, presentation etc.) |
|---|---|---|---|
| Education & Qualifications<br><br>(*technical, professional, academic qualifications and training required)* | In accordance with SSSC either have:<br>SVQ level 3/SCQA level 7 Social Services (Children and Young People)<br>HNC in Childhood Practice<br><br>or<br><br>Working towards:<br>BA Childhood Practice or SQA Professional Development Award Childhood Practice (360 credits at SCQF Level 9) | | Application<br><br>Evidence of certificates<br><br>Confirmation of University place.<br><br>Interview<br><br>Two References |
| **Experience & Knowledge**<br><br>(*examples of specific experience sought*) | Minimum of 1-2 years as Senior Early Years Practitioner or Deputy Manager.<br><br>Strong organisational skills work well as part of team.<br><br>Leading or managing a staff team. | Excellent administrative experience<br><br>Experience of working in both private and public sectors<br><br>Experience of operational requirements for a Day Care Setting<br><br>Previous management experience | Application<br><br>Interview |

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# Person Specification

| Attributes | Essential | Desirable | Means of Assessment (i.e. application form, interview, test, presentation etc.) |
|---|---|---|---|
| **Competencies & Skills** (*e.g. effective communication skills, initiative, budget management, flexibility, leadership etc*) | Excellent communication, interpersonal skills<br><br>Focus on delivering service excellence.<br><br>Can demonstrate proactive commitment to teamwork. | Up to date knowledge of Care Inspectorate good practice documentation and implementing these into everyday practice.<br><br>Experience of using Family or other Early Years software packages.<br><br>Excellent IT skills | Application<br><br>Interview<br><br>References |
| Other Attributes/Abilities<br><br>(if applicable) | Flexible and adaptable<br><br>Calm under pressure | Self-motivated | Application<br><br>Interview<br><br>References |

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# Benefits

St Andrews offers more than just a place to work—it is a place to belong. We value collegiality, inclusion, and wellbeing, and we are committed to creating a workplace where staff can thrive and perform at their best.

In addition to the salary on offer for this position, there are a wide range of benefits for staff working at the University of St Andrews. The package for the Deputy Manager includes:

- Financial contribution to relocation (subject to eligibility)
- Membership of the S&LAS Pension Scheme with generous employer contributions
- A hybrid working environment, including partial homeworking where appropriate and a range of family friendly policies, supporting work-life balance
- Staff discount scheme for local and national goods and services
- Free staff parking, employee Carshare and Cycle to Work Schemes and subsidised local bus travel
- Subsidised sports membership, reduced tuition fees on degree programmes for staff, access to training and development opportunities including LinkedIn Learning, access to library facilities, salary sacrifice scheme
- 34 Days Annual Leave plus 5 Public Holidays.

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# How to Apply

We are committed to creating an accessible, fair and inclusive recruitment process for all candidates. If you require reasonable adjustments or accommodations during the application or interview process then please let us know and we will be happy to discuss support with you.

We encourage applicants to apply online at www.vacancies.st-andrews.ac.uk/welcome.aspx

If you have difficulties in completing the online application form, then please call +44 (0)1334 461990 or contact vacancies@st-andrews.ac.uk to discuss available support.

Applications should consist of the online application form only. Please do not upload CVs or covering letters.

For all applications, please quote ref: CG1963RH

The University of St Andrews is a charity registered in Scotland (No SC013532).

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# Equality, Diversity & Inclusion

At St Andrews, we see diversity as a strength and value the rich variety of backgrounds, identities and experiences of our staff, students and alumni. We are committed to making the University a beacon of inclusivity and creating an environment in where everyone can flourish and realise their potential.

*We will achieve this through an approach that empowers our whole community and involves a determined shift in culture. Inclusivity will inform all of our policies and practices. The Principal, Professor Sally Mapstone*

Diverse is a core theme of the University Strategy, and alongside our People Strategy, outlines a number of actions we are taking to create an inclusive culture. Our objectives include raising awareness of diversity events, initiatives and support, strengthening support for staff networks, creating more opportunities for employees to engage in consultations and discussions, offering a diverse range of rewarding career pathways and ensuring a working environment which supports positive working practices and behaviours.

We commit to providing a high-quality staff experience which enables all our staff to contribute, thrive, and perform at their best. By joining us at the University of St Andrews, you are joining a community which values difference, being your authentic self, and where you can play an active role in ensuring an inclusive environment for all.

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# St Andrews

A modern location surrounded with ancient history, St Andrews is a dynamic and friendly town found on the east coast of Scotland. Situated in the Kingdom of Fife, St Andrews has easy links to nearby commuter towns and transport links (including airports) to the nearby cities of Dundee (13 miles) and Edinburgh (c. 1 hour by train).

Beyond the lecture halls and labs, St Andrews is home to stunning, unspoilt beaches and fresh sea air. Take a peaceful stroll or an energising walk with friends along the iconic two-mile stretch of the West Sands. If you prefer the water, ride the waves at the East Sands or try sailing, sea kayaking and windsurfing. For breathtaking views, a walk to the end of the stone pier is an experience not to be missed.

St Andrews and the surrounding area is home to a wide range of restaurants and shops, while boasting an array of beautiful beaches. St Andrews is also the home of golf and there are seven local courses including the famous Old Course.

Fife is an area filled history and culture. There are nearly 5,000 listed buildings and 50 conservation areas across the Kingdom, with some historic structures dating all the way back to the 12th century. St Andrews enjoys a microclimate and is typically much drier than western parts of the country.

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# Further Information

In accordance with the new immigration rules, it is with regret that this role does not meet the current suitability requirements set by the UKVI to enable sponsorship of migrant workers.

The University encourages all interested candidates to apply, and all applications received are assessed against the essential and desirable criteria listed in the further particulars. The successful candidate will have to demonstrate their right to work in the UK prior to commencing employment and where required, obtain the right to work in the UK without relying on University sponsorship.

Information on other visa options is available at https://www.gov.uk/check-uk-visa or by contacting our HR Immigration Team on hrimmigration@st-andrews.ac.uk.

Before an appointment can be confirmed, you will be subject to a Criminal Records check.

You are expected to uphold a duty of care towards colleagues, students, and communities, and to actively contribute to a safe, respectful, and inclusive environment. This includes responding appropriately to disclosures or reports of sexual misconduct, gender-based violence, bullying, harassment, or other concerns, in line with organisational policies, and signposting individuals to the appropriate departments

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