



JOB DESCRIPTION

Department:	Childcare & Education
Post:	Third in Charge – Nursery
Responsible to:	Nursery Manager / Deputy Manager
Job Purpose:	The Third in Charge supports the Nursery Manager and Deputy Manager in the effective day-to-day running of the nursery, ensuring consistently high standards of care, learning, safeguarding, and operational excellence. As part of the senior team, the postholder will undertake delegated management duties, lead staff practice, oversee room-based operations, and assume full responsibility for the nursery in the absence of the Manager and Deputy Manager.

MAIN DUTIES AND RESPONSIBILITIES

Leadership and Management

- Act as a senior member of the leadership team, supporting operational, staffing, and compliance responsibilities.
- Take full delegated responsibility for the nursery in the absence of the Manager and Deputy Manager.
- Provide line management for designated staff, including supervisions, mentoring, and performance management.
- Support staff deployment, rota planning, and maintaining statutory ratios.
- Lead by example, modelling high-quality interactions and professional conduct.
- Support new staff inductions and ongoing professional development.
- Contribute to quality assurance processes, including audits and action plans.

Childcare

- Hold a full and relevant Level 3 qualification in Early Years or Childcare, as required to meet statutory framework and regulatory standards.
- Plan and deliver and evaluate high quality learning experiences aligned with the Early Years Foundation Stage (EYFS).
- Foster warm, trusting relationships with children, families, and colleagues to support a positive and nurturing learning environment.
- Regularly observe and assess children's progress, maintaining accurate and up-to-date learning journals and contributing to tailored development plans.
- Prioritise the safety and well-being of all children by consistently following safeguarding policies and procedures.
- Encourage children's independence, self-esteem, and social skills through purposeful interactions and play-based learning.
- Promote inclusive practice, providing appropriate support for children with additional needs or developmental delays.
- Create and maintain an inclusive environment that reflects and celebrates the cultural and individual diversity of all children.
- Act as a key person for a designated group of children, forming secure attachments and supporting individual learning and care routines.
- Collaborate effectively with team members to uphold high standards of care, education, and



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continuous improvement.

- Engage in ongoing professional development through regular training, supervision, and participation in the delivery of staff meetings and training.

Safeguarding & Compliance

- Follow and promote safeguarding policies and procedures.
- Act as a Designated Safeguarding Lead, in the absence of the Manager/Deputy.
- Maintain confidentiality and attend mandatory child protection training.
- Promote a culture of strong safeguarding practice throughout the nursery.

Health & Safety

- Respond to, and report health and safety issues as and when they arise.
- Assist in maintaining a clean, safe, and well-organised environment that supports children's learning and well-being.
- Support the completion of routine health and safety checks in accordance with company policies and procedures.
- Follow the control measures outlined in company risk assessments to minimise potential hazards.
- Adhere to hygiene, health and safety, and COSHH regulations to contribute to a safe and compliant working environment.
- Comply with uniform and personal hygiene standards as outlined in the Employee Handbook and relevant policies.
- Respond to accidents and incidents promptly, ensuring accurate recording.

General

- Responsible for duties associated with the nursery playroom(s), such as maintaining children's records and any other duties as reasonably requested.
- Adhere to all Company policies and procedures.
- To meet deadlines as set by the Company.
- Take annual leave with prior notice.
- Safeguarding children is the responsibility of all members of Millfield Nurseries Ltd staff.
- Any other duties that your line manager sees fit, providing that such duties are appropriate to your role.
- Millfield Nurseries Ltd is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment, as such you are required to attend necessary child protection training and participate fully in activities that ensure the company stays compliant with statutory child protection and safeguarding guidelines issued to the company by Ofsted.

Millfield Nurseries Ltd (MNL) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, as such you are required to attend necessary child protection training and participate fully in activities that ensure the school stays compliant with statutory child protection and safeguarding guidelines issued to the Nursery by Ofsted.

Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

MNL will not unfairly discriminate against any applicant for employment on the basis of conviction or other details disclosed. MNL makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically bar them from employment with MNL. Each case will be decided on its merits in accordance with the objective assessment criteria.

All positions within MNL are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

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Millfield Nurseries LTD is a company limited by guarantee and registered in England and Wales. Company Number: 15603261.



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.. I understand the duties and commitment statement listed above.

.. I require clarification of the duties listed above.

Signed:.....

Print Name:

Date:.....