# **Job Description – Deputy Manager**

Job Title: Deputy Manager

Responsible to: Pre School Supervisor

Responsible for: Pre-School staff

Purpose of job:

Drive and deliver the highest levels of standards of care (10 out of 10) throughout the pre-school, ultimately to achieving an 'outstanding' OFSTED grade and 10 out of 10 in childcare audits, by supporting and deputising for the Manager in planning, staff supervision, policy development and implementation and other management tasks under the direction of the Board of Trustees.

Main Responsibilities:

*Provide high quality childcare in line with the current Early Years Foundation Stage Framework:*

* Act as a key worker to a small group of children, offering the appropriate level of safeguarding, support and stimulation in all activities.
* Liaise with parents/carers ensuring each child’s needs are recognised and met.
* Adhere to recommendations of the Forest School Lead as to the facilitation of Forest School in compliance with Oxfordshire County Council Forest School Practice.
* Observe, assess and record each child’s progress, plan next steps, and produce a profile for each child using Tapestry.
* Advise the Pre-School Manager of any concerns e.g. over children, parents or the safety of equipment, ensuring confidentiality as necessary.
* Keep abreast of changes in the EYFS framework and related legislation and guidelines.
* Demonstrate a commitment to understanding child development and to continuing professional development, including attending in-service training courses as required.

*Understand, model and encourage team members to demonstrate behaviours that reflect the Pre-School’s core values, including:*

* Ensuring that safeguarding and child protection are treated as the highest priority
* Developing positive relationships with parents/carers for other Pre-School team members
* Actively ensuring that the pre-school is an inspiring and creative environment
* Ensuring the EYFS framework is delivered and met at all times
* Be fully conversant and compliant with all policies and procedures
* Carrying out specific management and other tasks as directed by the Pre-School Manager
* Taking part in special events, outings or visits

*Actively support the Pre-School Manager in delivering against the requirements of the EYFS and in day-to-day setting management:*

* Planning and Delivery
  + Assist in planning sessions and ensuring all Early Years Foundation Stage requirements are met
  + Help ensure the “key-worker” and "key-person" system is fully operational
  + Ensure adequate supervision of all children during indoor and outdoor play and at mealtimes
  + Deputise for the Pre-School Manager by leading a regular weekly session
  + Assist Manager in ensuring that recommendations made by OFSTED inspectors are implemented
  + Set up or assist in setting up and tidying the room for the daily programme
  + Assist in setting up and packing away Forest School including carrying kit to and from the site
  + Attend meetings as required, including monthly Trustee Meetings (which take place in the evening) and regular staff and supervisory meetings.
* Communication and Record-Keeping
  + Help manage communications and relationships with outside agencies such as Early Years Advisors and Health Visitors for the benefit of the children and Pre-School.
  + Help maintain up to date records, e.g. of children’s day to day activities and development through learning journeys, first steps, attendance and emergency contact numbers.
  + Complete daily checklists on time and accurately (e.g. room opening and close, outdoor, bathroom and kitchen checklists).
* Safeguarding
  + Actively create and encouraging an environment where children learn to value and respect different cultures, religion, language and disability, including ensuring that toys and games reflect diversity.
  + Lead the team in ensuring Safeguarding Children procedures are followed and you know what to do in the event of an allegation being made
  + Action and monitor all child protection issues, parent issues, complaints and accidents to ensure that remedial action is taken immediately, liaising with the Manager as appropriate
* Marketing and Finance
  + Take an active role in reviewing and monitor occupancy levels to ensure they are maintained to maximum capacity and proactively market the Pre-School to meet agreed objectives.
  + Book and participate in visits by prospective parents, and provide information, support and follow-up to convert enquires into bookings.
  + Assist the Pre-School Manager in leading and planning the nurseries fundraising events, promotion of the Pre-School, training events, open evenings/days, parents evenings and staff meetings
  + Take fees from parents in accordance with policies and procedures.
* Policies and Procedures
  + Supervising the administration of all medication within the Pre-School ensuring the medicine policy is followed at all times
  + Ensuing that the policies and procedures manuals are followed.

*Act as Health and Safety Lead within the setting*

* Assist the Pre-School Manager in leading the responsibility for Health, Safety and cleanliness throughout the Pre-School
* Ensure there is general cleanliness of the children at all times, this includes noses, faces, toileting and clothing care
* Operate the highest standards of hygiene and cleanliness in the bedding, nappy changing and food service areas
* Be responsible for all emergency and security procedures, e.g. fire procedures, routines for dropping of and collecting children and marking the register
* To be responsible for recording accidents in the accident book
* Maintain the accident book and all other Health & Safety records in accordance with company policy and legislation, and ensure all relevant reports are submitted to RIDDOR and OFSTED where appropriate
* Undertake and maintain records of regular risk and COSHH assessments

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| **Hours** |  |
| **Salary** | £ per hour, depending on experience |
| **Location** |  |
| **Probationary Period** | 3 months |
| **Date updated** |  |

***This post is exempt from the Rehabilitation of Offenders Act (1974) and requires a criminal records check from the Disclosure and Barring Service. Applicants must disclose any convictions they may have and any orders which have been made against them.***

**Person specification**

*We are committed to creating the highest quality environment for learning and growth, not just for children but for team members. Applicants are assessed according to our core values as well as specific skills, experience and abilities.*

Core Values

**Passion**: Early years learning and development sets the stage for success throughout life, and we play a critical role in providing a safe, stimulating and nurturing environment where both children and staff can thrive. We live and breathe early years development and take delight in our children’s individual and collective learning journeys.

*Qualities: enthusiastic, positive, dedicated, committed to equal opportunities and diversity.*

**Teamwork**: It takes every member of our team working together to deliver a truly outstanding pre-school experience. But we also show individual initiative, whether it’s planning a new theme, making sure a broken toy gets replaced or drawing attention to a potential problem.

*Qualities: flexible, respectful, vigilant, takes initiative, compassionate, generous, collaborative.*

**Curiosity**: We nurture our children’s and our own curiosity. We carry out observations and assessments in the spirit of ‘catching’ our children in the act of learning and growing. We challenge ourselves and each other to continually develop our professional knowledge.

*Qualities: curious, interested, attentive, committed to continuous learning.*

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| **Qualifications** | **Essential**: NVQ level 3 in Early Years Care and Education (or equivalent)  **Desirable**: Current paediatric first aid; Safeguarding Designated Lead training |
| **Knowledge & Skills** | **Essential**: Knowledge of / evidence of continuing professional development in:   * + - Child development for children from birth to five years     - The EYFS, up to and including the most recent changes     - Child protection procedures     - Play-based approaches to children’s learning and development     - Excellent communication skills; ability to build positive relationships   **Desirable**: Proficiency with the Tapestry reporting system |
| **Experience** | **Essential**:   * + Previous experience of working with children in an early years setting   + Previous management and/or supervisory experience |