

Newstead Road Pre-School

Job Description

Job title: Pre-school Deputy Manager
Responsible to: Pre-school Manager

Purpose of the job

1. To work as a key person, as part of the pre-school team under the direction of the manager.
2. To provide safe, high quality education and care for young children which meets the individual needs of children attending the setting.
3. To support the Pre-school Manager in the efficient day-to-day running of the pre-school.
4. To fulfil the role and responsibilities of Pre-school Manager should that person be absent.

Main duties

1. To assist with the planning of the curriculum, using the Early Years Foundation Stage (EYFS) curriculum as guidance.
2. To set up for the daily programme and to clean and tidy away at the end of the session.
3. To ensure each child's needs are recognised and met.
4. To work in partnership with parents/carers and other family members.
5. To advise the Pre-school Manager of any concerns (for example over children, parents or the safety of equipment), preserving confidentiality as necessary.
6. To teach children, offering an appropriate level of support and stimulating play experiences to encourage children's progress in all areas of development.
7. To ensure that children are kept safe and that you understand when to follow child protection procedures.
8. To support meal times within the setting.
9. To observe and accurately report on children's knowledge, understanding and skills.
10. To actively participate at team meetings, supervision meetings and appraisal meetings.
11. To attend training courses as required and to take responsibility for your development.
12. To keep completely confidential any information, acquired as part of the job, regarding children, their families or other staff.
13. To be aware of and adhere to all the setting's operational policies and procedures, including (but not limited to) health and safety, fire precautions, dropping off and collection of children, food safety, equal opportunities, safeguarding and cleanliness of the setting.

14. To ensure that adequate records are kept and updated regularly, taking responsibility for the individual record file of each child in your key worker group.
15. To promote the nursery to current parents and potential customers.
16. To attend activities outside normal working hours as reasonably required including staff meetings, parent/carer meetings, special events and training.
17. To act as Pre-School Manager in the absence of that person, ensuring that you are conversant with that role, it's responsibilities, job description and associated operational procedures.
18. To undertake any other reasonable duties as directed by the Pre-school Manager, in accordance with the setting's business plan or objectives.

This job description is not an exhaustive list of duties. The post holder will be required to undertake any other reasonable duties as discussed with and directed by their line manager.

Person specification

Essential criteria

1. Punctuality, patience, reliability and trustworthiness.
2. Sound knowledge of child development for children from birth to five years
3. CACHE Level 3, equivalent or higher qualification.
4. Comprehensive knowledge and understanding of the legal framework and quality standards relating to sessional day care.
5. Good standard of literacy and numeracy.
6. Sound knowledge of the Early Years Foundation Stage (EYFS).
7. Conversant with Child Protection procedures.
8. Excellent communication skills.
9. Commitment to equal opportunities.
10. Commitment to working effectively with young children and families from a wide range of cultures, lifestyles and family circumstances and with a range of special needs.
11. Friendly and flexible approach at work which facilitates the development of effective relationships.

Desirable criteria

1. Foundation degree, equivalent or higher qualification.
2. Current Paediatric First Aid qualification.
3. Current Food Hygiene qualification.
4. Competence working with ICT.
5. Willingness to learn and commitment to undertake further training and professional development

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a criminal records check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.