



Job Description

Pre-school Deputy Manager

Purpose of Post

- 1 To work as part of the pre-school management team to provide safe, high quality early years education and care for young children. within our pack-away setting ensuring compliance with the Childcare Act 2006, all Health and Safety legislation, the Early Years Foundation Stage (EYFS) framework, and requirements as laid down by the Government and regulated by Ofsted.
- 2 To inspire and lead our small team of staff to deliver high quality inclusive early years education and care in line with our policies and procedures and best practice.
- 3 To be a role model for the wider staff team, modelling sensitive and responsive interaction with our cohorts, continually striving to extend the children's learning.
- 4 To work under the direction of the Pre-School Manager and Directors in a supervisory role, and to work as part of the pre-school team
- 5 To contribute and adhere to pre-school policies and procedures and ensure the children's safety at all times. Ensuring to implement the policies, together with the legal and statutory requirements.
- 6 Agreeing key priorities for the Pre-school with the Pre-School Manager. Leading the pre-school team in a considered way, ensuring each practitioner is inspired, committed and working towards the best of their ability and skills.
- 7 To work as a Keyworker with group of children as directed and provide supervision to the wider group.
- 8 To maintain high levels of training in line with the settings requirements
- 9 Liaise with parents/carers and outside agencies as required
- 10 Work within agreed deadlines to ensure that events processes and procedures are successfully completed.

Responsible to:

Pre School Directors

Pre School Manager

Duties and Responsibilities

1. To work alongside the manager to with planning the curriculum by providing safe, creative and appropriate educational opportunities for all children within an inclusive environment, preparing activities, organising programmes and arranging equipment as part of our productive team.
2. In the performance of the duties outlined in this job description, the Pre-school manager may have access to confidential information relating to staff, children and parents. They may also have access to information relating to the practice of the Pre-school. All such information from any source is to be regarded as strictly confidential. Consequently, ensure that appropriate records and administration systems, including the children's families, staffing, registers, health and safety, sickness records etc., are maintained to ensure confidentiality of information.

3. Able to produce clear, concise and accurate reports and correspondence ,e.g for supervisions, business plans, child protection/safeguarding reports, using microsoft word and other packages.
4. Attend and pass the appropriate safeguarding training courses to be able to satisfy the role of Deputy Safeguarding (DSL) for the Pre-school.
5. Undertake an enhanced DBS check and subscribe to the update service.
6. Attend and pass a paediatric first aid course on a three yearly cycle.
7. To act as a keyworker to a small group of children, liaising closely with parents/carers to ensure individual needs are met, and to be responsible for observations, using our electronic learning journal and record keeping relating to the progress and development of key children.
8. Assist to recruit and select early years practitioners in accordance with pre-school policy, making sure that those appointed are qualified/have the skills required to work in the pre-school ensuring that; references and DBS clearances are obtained and contracts issued.
9. Assist in conducting regular inductions with all newly appointed staff, including changes in position, and set action plans for improvement with members of the team who may be failing.
10. Ensure that all staff receive relevant training and guidance to allow them to carry out their jobs in accordance with the existing processes and support the Pre-school manager with staff annual performance reviews as required. Ensure a training needs analysis is carried out to align internal skills with the aims and future objectives of the company.
11. Assist in dealing with disciplinary and grievance matters within the Pre-school taking direction and support, from the Pre-school manager or Directors
12. Ensure that Health & Safety policies are fully implemented within the Pre-school. In particular ensure the required standards of cleanliness and hygiene are achieved, risk assessments are in place, the environments and equipment are appropriately maintained and that best practice is communicated and promoted throughout the setting.
13. Effectively and efficiently handle parental complaints, whether childcare or business in nature, seeking advice from the Pre-school Manager or Directors where necessary.
14. Working in partnership with parents, implement and manage an effective parent liaison, ensuring regular communication and interaction with parents including, producing a monthly newsletter, monitoring the settling in process of all new children, promoting and enabling a parent's close involvement in their child's development.
15. To ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities, and to advise the pre-school management of any concerns over children, equipment etc.
16. To ensure that the pre-school offers the highest standards of physical and emotional care, health and safety, and personal and food hygiene at all times.
17. Working creatively with children within the EYFS framework, as instructed by pre-school management. Oversee and operate a programme of suitable learning and play activities in line with the Pre-school pedagogy and the EYFS, to foster the growth, happiness and development of each child

18. Develop and maintain an ethos of reflective practice across the setting and use information to develop and support areas identified for development across the pre-school and for individuals.
19. Daily interaction with children to provide a range of stimulating activities to promote all areas of learning
20. Ensuring all children have equal access to opportunities to learn and develop.
21. Working with range of people including pre-school staff, visiting professionals and agencies, parents, children and families, and visitors and student placements. Liaise with outside agencies, including Children's Services, health providers, local primary schools, advisory teachers, the local authority and SEN/inclusion agencies.
22. Work is based in a pack away setting and requires bending, kneeling and crouching for periods of time and may also involve lifting or holding children during planned activities, and changing nappies/toileting duties. As a result of this physical element to the role, ensure your continued fitness to undertake these demands.
23. Significant elements of inside and outside work, in all weathers including leading outdoor learning.
24. Understanding and being able to implement inclusive practices into the setting, to ensure all children have the opportunity to learn, interact and fulfil their potential.
25. Offer all children equal opportunities with regard to their religious persuasion, racial origins, gender, disabilities, cultural or linguistic background; in particular, challenging situations where racism or discrimination is displayed.
26. Support the requirements of children with Special Educational Needs and Disabilities via specialist programs so that the Pre-schools admission policy may be as inclusive as possible. Identify an individual to be trained to support this.
27. Working with the pre-school management to establish an appropriate safe and secure learning environment.
28. Promoting positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour.
29. Having a positive approach to continuous professional development.
30. To actively promote and support the safeguarding of children and young people in the workplace, ensuring setting policies and procedures are observed at all times.
31. To uphold risk assessments, children's welfare and pre-school policies whilst visiting locations outside of pre-school.
32. Ensure that it is possible for the setting to run smoothly in the absence of the manager through appropriate delegation and team-work.
33. Undertake the lead role in key initiatives at the Pre-school for example: early talk boost scheme.
34. Understand and ensure that you are able to spend a reasonable amount of your own time attending training, events or meetings, or preparing for work.

35. Ability to work between the hours stated in your contract of employment and undertake essential training, staff meetings outside core working times together with open days and stay and play sessions. (these events take place on occasional weekends and days outside of term time)
36. Commitment to the inclusion of all pupils, regardless of emotional, physical or educational need.
37. To work with the SENCO's in ensuring the Pre-School fulfils its obligation with regards to inclusion and equality.
38. To have knowledge of and contribute to the efficiency of the pre-schools administrative duties
39. Put Service Excellence at the forefront of all that we do.
40. All work to be carried out with a customer focused attitude, providing excellent customer service with a proactive work ethic.
41. Must have a flexible approach to working
42. Undertake reasonable duties as requested by the Pre School Manager.
43. To Deputise in the managers absence.

This job description should be operated with reference to all of the Pre-schools agreed policies and procedures including Equal Opportunities, Health & Safety and the Staff Code of Conduct.

This job description describes the current duties and responsibilities of the post. No job description can be entirely comprehensive and the post holder will be expected to carry out such duties as may be required from time to time and are broadly consistent with the job description.

The job description will be subject to periodic review in the light of experience. However, as the post evolves, gradual changes to the duties may occur. Where substantial changes occur either which affect other post-holders or the level of responsibility of the post consultation will take place with the staff affected as appropriate.

Preston Pre-school recruitment statement.

We are committed to safeguarding the welfare of all children in our care. All applicants therefore must be willing to undergo effective child protection and safeguarding screening, this will include references from previous employers and a DBS check and a requirement to register with the Update service. We shall also seek compliance with sections 15-25 of the immigration, Asylum and Nationality Act 2006 (eligibility to work in the United Kingdom of Great Britain). All staff must confirm they are not included on Children's barred list or PoVA or barred by the Independent Safeguarding Authority; or disqualified from working with children, or live with someone who has been disqualified from working with children, or been refused registration or had it cancelled; subject to sanctions imposed by a regulatory body, e.g. the Teaching Agency or Health and Care professions council and Ofsted. All our posts are exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and warnings including those regarded as 'spent', must be declared.

Signed: _____ Date: _____ (Post-holder)

Signed: _____ Date: _____ (Manager)