

Haslingfield Little Owls Pre-School Deputy Manager

Job Description

Job Title	Pre-School Deputy Manager
Responsible to	Pre-School Manager
Responsible for	Deputising for and assisting the Pre-School Manager
Salary	£10.00 per hour, dependent on skills and experience
Hours	Term time only, 20-25 hours per week

We are looking for someone to help create a fun, stimulating and diverse environment for our children, encouraging them to learn and develop, working alongside our Pre-School Manager. You will lead by example, communicating with children and establishing a rapport to inspire them. You will be caring and creative, making Haslingfield Little Owls a place that children look forward to being, and a place where parents are confident to bring them.

You will work under the direction of and support the Preschool Manager and deputise for them when required. You will have an organised approach to work and deal efficiently with matters of a practical nature. You will be versatile and able to use a practical and pragmatic approach to work.

Of course, we expect you to be able to provide high quality education and care for pre-school children in a setting that is safe.

We also expect applicants to have:

- CACHE Level 3 Diploma in Pre-School Practice, NVQ Level 3, or equivalent;
- At least 2 years experience in Early Years;
- Sound understanding of the EYFS Statutory Framework and ability to fully implement all its requirements;
- Understanding of the SEN Code of Practice;
- Understanding of appropriate safeguarding practices to protect the children in your care; and
- Paediatric First Aid certificate (Local Authority approved).

Management Responsibilities:

- To undertake the duties and responsibilities determined by the Pre-School Manager;
- To deputise for the Pre-School Manager in case of absence;
- To assist the Pre-School Manager with administrative procedures, such as registration, place allocation, staff requirements, and other such matters;
- To contribute to, and implement, pre-school objectives and policies and procedures including those on equal opportunities, confidentiality, and safeguarding;
- To ensure that the Pre-School maintains a high standard of physical, emotional, social and educational care;
- To provide a high quality of teaching and learning, ensuring that junior staff are properly deployed and offer appropriate stimulation and support to the children;
- To assist with the implementation of systems for observation, assessment, planning and record keeping, in order to effectively and regularly assess children's progress and achievements;
- To liaise with parents and carers, sharing information about the pre-school and its curriculum, exchanging information about their child's progress and encouraging parents' involvement;

- To liaise with the management committee, Ofsted services and other professionals as necessary and help the Manager to ensure that all legal and statutory requirements are implemented, providing written/ verbal reports as required;
- To ensure that the Pre-School remains a physically safe environment for children, staff, visitors and others. This means ensuring that equipment is safe, hygiene standards are high and that appropriate health and safety procedures are in place.
- To conduct tours of the setting for parents/ carers, or others as required, e.g. for parents considering enrolment or inspectors; and
- To assist with staff training and development.

Key Person duties include:

- Acting as key person for children and their parents/ carers, assisting them during their settling in period and supporting their development throughout their time at Haslingfield Little Owls;
- Meeting with the parents/ carers of key children to provide feedback on their child's progress;
- Maintaining individual records and carrying out observations and assessments of your key children as required by both Pre-School policies and statutory frameworks;
- Identifying care, learning and development needs, or any other requirements of your key children; and
- Ensuring any concerns about your key children's welfare and development are brought to the attention of the Pre-School Manager.

Day-to-day Tasks include:

- Supervising the daily programme of pre-school activities and events and liaising with staff regarding these activities;
- Leading activities without input from the Pre-School Manager
- Preparing session activities, including making sure that the rooms and outside areas are prepared accordingly;
- Enabling access to outside play for children;
- Ensuring that other Early Years practitioners are effectively deployed;
- Ensuring that children are involved in tidying up after sessions (as far as is practical);
- Ensuring that activity areas are cleared away after sessions and items returned to the appropriate location.

You will be expected to attend in-service training and meetings as required. These may be outside normal working hours but will be remunerated accordingly.

This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them. This post will be subject to Enhanced DBS checking before any final offers are made.

Haslingfield Little Owls is an equal opportunities employer and welcomes applications from all sectors of the community.