

Preschool Deputy Manager

Job Description



Responsible to:	Preschool Manager
Purpose of the job:	To help provide safe, high quality education and care for Preschool children. To help the Preschool Manager to fulfil legal and statutory requirements and to contribute to/implement Preschool policies. To lead the Preschool team alongside the Manager and to cover for the manager in absence. To work with the school to help run a successful Preschool in a fun and safe environment.
Safeguarding Responsibility:	Meldreth Pre-school is committed to safeguard and promote the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedure to continuously promote a culture of safeguarding across the whole organisation

Main duties

The Role:

The Pre School Deputy Manager working closely with the Pre School Centre Manager will drive and deliver the highest standards of childcare throughout the Preschool ensuring that the Preschool develops and grows in line with the school Early Years strategic plan.

Major Duties:

- To work with the Manager to implement the organisation and delivery of all childcare
- To ensure that all Ofsted legal requirements are met
- To focus on delivering excellent standards of care and education.
- To plan, prepare and review the curriculum as required and its delivery.
- Promote positive relationships with parents, children and colleagues with excellence in customer service being at the core of service delivery
- To ensure all Preschool policies and procedures are implemented and adhered to at all times and are reviewed as required.
- To work with the manager in reviewing services offered and creating and implementing plans for enhancing and growing the existing offer
- To deputise for the manager as required

To support, mentor and develop the staff team

- Undertake staff supervisions and inductions as per Ofsted statutory requirements
- Undertake staff PDR's producing individual development plans
- Ensure all individual training requirements are met
- To effectively recruit, support, train and manage staff to deliver a high quality, child focused environment
- To ensure the environment meets the needs of all who access
- Ensure the Pre-School meets/exceeds its requirements with regards to Health and Safety, the Environment and Equality & Diversity
- To work with the SENCO's in ensuring the Pre-School fulfils its obligation with regards to inclusion and equality.
- To have knowledge of and contribute to the efficiency of the Preschool's administrative duties
- Put Service Excellence at the forefront of all that we do.
- All work to be carried out with a customer focused attitude, providing excellent customer service with a proactive work ethic.
- Must have a flexible approach to working
- Undertake reasonable duties as requested by the Pre School Manager

The Postholder's duties must be carried out in compliance with the school's policies and procedures including child protection procedures and the Council's Equal Opportunities Policy, Information Security Policies, Financial

Regulations and Standing Orders, the Health and Safety at Work Act (1974), and subsequent health and safety legislation. These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the Postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post

Signed:..... Post Holder

Signed:..... Headteacher

Person specification

Essential criteria

1. A minimum of Level 3 Early Years education and childcare qualification or equivalent.
2. Excellent understanding of the EYFS curriculum and requirements;
3. Management experience within the Early Years Foundation Stage, particularly with regard to running a small team;
4. Experience of, and commitment to, outdoor learning.
5. A knowledge and understanding of setting organisation, learning strategies, setting up and managing a free flow environment;
6. EYFS welfare, learning and development requirements;
7. Planning for learning in the EYFS and the ability to lead planning;
8. The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection;
9. The positive links necessary within the Preschooland with all its stakeholders;
10. The use of ICT to effectively support the teaching and learning and to monitor children's progress;
11. Promote the school and nursery's aims positively;
12. Lead a team and develop good personal relationships within the team;
13. Establish and develop effective relationships with parents, governors and the community;
14. Communicate effectively (both orally and in writing) to staff, parents and children;
15. Create and lead a happy, challenging and effective learning environment;
16. Deal with conflict in an appropriate manner;
17. Be reflective and learn from past experiences; showing resilience and an ability to work under pressure;

Desirable criteria

1. Foundation Degree or BA in Early Years Leadership or Management qualification
2. A knowledge and understanding of the use of a range of media to teach and assess children's progress.

Terms and conditions

Hours: Sessions (8.30am – 3.30pm with a 30 minute break) term time only plus team meetings/planning sessions.

Salary: £20,852 - £21,695 Full time equivalent

This post requires a criminal records check with the Disclosure Barring Service. Applicants must be prepared to disclose any convictions they may have and any orders, which have been made against them.