



## Preschool Deputy Manager

To assist in the management of the provision of the care, safety and learning of the children.

<b>Grade:</b>	7
<b>Hours:</b>	52 weeks 9am - 6pm 40 hrs per week
<b>Responsible To:</b>	Preschool Manager
<b>Key Relationships/ Liaison with:</b>	Headteacher/Extended Services Manager/Trust central team/EYFS teacher/Premises Officer

To support the Preschool manager to ensure high quality care and education of children in preschool, and work within the Statutory Framework and OFSTED requirements. To support the Preschool Manager with the management of staff and resources. To support the Preschool Manager with ensuring all legal and statutory requirements are fulfilled, and that the provision is compliant.

### Main duties and responsibilities

#### Children's Care

- Ensure the well-being, safety and security of the children including the locking of doors, windows and gates in accordance with safeguarding procedures
- Be a key person for a group of children and provide a nurturing, educational and stimulating environment, in partnership with the preschool team.
- Provide intimate care in line with school policy, for children that require assistance i.e toilet training/Nappy changing.
- Help in setting up and clearing away including cleaning duties in relation to mopping up spills, bodily fluids and other such substances.
- Maintain records as directed.
- Understand and effectively apply and support the manager with implementing the school and Trust policies related to the post especially those that relate to safeguarding and child protection.

#### Children's Learning

- Assist the Preschool Manager in the planning and implementing a multi-cultural play curriculum to stimulate children's interest in learning.
- Assist the Preschool Manager the monitoring of the quality of learning.
- Assess and record, and monitor children's learning and development across the seven Prime and Specific Areas of Learning
- Assist the Preschool Manager with planning a responsive and engaging curriculum that ensures children learn and develop in a way that will enable them to achieve the early Learning Goals.
- Engage with the children during play, routine activities, and the planned curriculum, ensuring learning opportunities are maximised.
- Observe, support and celebrate children's development and learning.
- Provide adaptive and inclusive strategies and support for children who need additional input with their development, behaviour, and SEND needs.

#### Management of Staff

- Assist the Preschool manager to ensure that staff are effectively recruited, inducted, supported and supervised to maximise high quality care and education.
- Assist the Preschool Manager to ensure that staff are deployed to offer appropriate stimulation and support to children.

- Assist the Preschool manager by directing the work and activity of the staff to ensure progress from all groups.
- Assist the Preschool Manager in preparing staff for OFSTED inspection.

### **Management, Organisation and Administration**

- When directed by the Preschool Manager, take operational responsibility for the management of the preschool.
- Support the Preschool manager in ensuring that the statutory requirements are complied with, including assisting with action plan formulation and monitoring.
- Assist the Preschool manager to ensure that the Health and Safety policies, safeguarding and child protection policies, whistleblowing and other school/Discovery policies are complied with: and that a register, accident book and other appropriate procedures and records are kept and maintained.
- Assist with the monitoring the quality of learning in the provision.
- Liaise with external agencies when directed by the preschool Manager, including attending all relevant meetings.
- Support the Preschool Manager to ensure that equipment and resources are fit for purpose and developed as resources allow.
- Participate in appropriate professional staff development and training.
- Assist the Preschool Manager in the day-to-day organisation and running of the provision.
- Advise the Preschool manager on matters to ensure that the welfare and developmental needs of the children and staff are being met.
- Liaison with senior leaders as appropriate and contribute to the production of reports when requested.
- Be a DSL (Designated Safeguarding Lead) and ensure the safeguarding duty is met for the provision in the absence of the Preschool Manager.

### **Training**

- In consultation with the Headteacher, identify and undertake appropriate training and development.

In addition to the above the post holder may need to undertake any other duties which are reasonably requested taking into account of the nature and grade of the post.

### **SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply:**

- The nature of the work may involve the post holder carrying out work outside of normal working hours.
- To ensure compliance with the safeguarding requirements of the Early Years Foundation Stage (EYFS) and the Discovery Extended Services Framework, colleagues may be transferred between Discovery childcare provisions as necessary in response to changing pupil numbers and colleague absence.
- The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.

- To ensure compliance with the safeguarding requirements of the Early Years Foundation Stage (EYFS) and the Discovery Extended Services Framework, colleagues may be transferred between Discovery childcare provisions as necessary in response to changing pupil numbers and colleague absence.
- Expenses will be paid in accordance with the Local Conditions of Service.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10<sup>th</sup> September 2012. Therefore, **a DBS enhanced check is an essential requirement.**

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Discovery is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**

## Person Specification

**Job Title:**    **Preschool Deputy Manager**

**Grade:**       **7**

	Essential	Desirable	How assessed
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Good level of literacy and numeracy (Level 2)</li> <li>• NVQ 3 qualification or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>		<ul style="list-style-type: none"> <li>App/Doc</li> <li>App/Ref</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Minimum of 2 years' experience of working with the under 5s in a formal setting, working within the EYFS and meeting the requirements of OFSTED</li> <li>• Experience of leading activities with individuals, groups and whole classes to support children's learning and development.</li> <li>• Ability to write reports.</li> <li>• Ability of lead a team of adults.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>App/Int/Ref</li> <li>App/Int/Ref</li> <li>App/Int/Ref</li> <li>App/Int/Ref</li> </ul>
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• Knowledge of and the ability to apply Child Protection, safeguarding and Health and Safety procedures</li> <li>• Knowledge and understanding of children's development 0-5years</li> <li>• Knowledge of current legislation affecting the care and education of the under 5s</li> <li>• Knowledge of planning an ambitious curriculum to promote the Prime and Specific Areas of learning</li> <li>• Knowledge of assessment procedures and record keeping.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>		<ul style="list-style-type: none"> <li>App/Int</li> <li>App/Int</li> <li>App/Int</li> <li>App/Int</li> <li>App/Int</li> </ul>
<b>Skills/Attributes</b> <ul style="list-style-type: none"> <li>• Good communication and interpersonal skills.</li> <li>• Ability to relate well to staff, governors and pupils and to be assertive when necessary.</li> <li>• Empathy with children and young people.</li> <li>• Ability to work effectively as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>		<ul style="list-style-type: none"> <li>Int</li> <li>Int</li> <li>Int</li> </ul>



# DISCOVERY

	Essential	Desirable	How assessed
<ul style="list-style-type: none"> <li>• Good organisational skills- ability to complete tasks to deadlines, personally or through delegation to colleagues</li> <li>• Ability to maintain accurate records.</li> <li>• Good organisational skills – ability to complete tasks to deadlines personally or through colleagues.</li> <li>• Ability to work with minimum supervision.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>		<ul style="list-style-type: none"> <li>Int</li> <li>Int</li> <li>Int</li> <li>Int</li> <li>Int</li> </ul>
<b>General Circumstances</b> <ul style="list-style-type: none"> <li>• An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.</li> <li>• Attendance - evidence of regular attendance at work</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>		<ul style="list-style-type: none"> <li>App/Ref/Med</li> <li>App/Int</li> </ul>
<b>Factors not already covered</b> <ul style="list-style-type: none"> <li>• Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>		<ul style="list-style-type: none"> <li>Med</li> </ul>

**App = Application Form**

**Test = Test**

**Int = Interview**

**Pre = Presentation**

**Med = Medical Questionnaire**

**Doc = Documentary Evidence (E.g., Certificates)**