

Little Cuckoos Pre School
Lyes Green, Corsley
BA12 7QF



Job Description: Deputy Manager

Job Title: Deputy Manager and Key Person

Responsible to: Pre-School Manager

Purpose of the job: To provide inclusive play and learning opportunities for all children attending the setting and to maintain a safe, stimulating and enjoyable environment. To take responsibility for planning and delivering an early years foundation stage curriculum. To be responsible for the curriculum planning and management of the provision in the absence of the Pre-school Manager.

Safeguarding requirement: Little Cuckoos is committed to safeguarding and promoting 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 procedures to continuously promote a culture of safeguarding across the whole organisation.

Main duties:

1. To manage the setting and undertake all the necessary duties in the absence of the Pre-school Manager.
2. To support the Pre-school Manager, to ensure that the setting operates in an effective and efficient financial manner within its set budget.
3. To support the Pre-school Manager with the planning, delivery and monitoring of the Early Years Foundation Stage framework (EYFS).
4. To support the Pre-school Manager with appropriately marketing the setting in the local community and undertaking action to ensure that occupancy targets are met and maximised.
5. To support the Pre-school Manager, managing the staff on a day to day basis, ensuring quality at all times.
6. To support the Pre-school Manager, to ensure that supervisions and appraisal meetings within the Childcare setting are being undertaken for staff, in accordance with supervision procedures, ensuring that SMART targets are being set and monitored.
7. To support and offer guidance to volunteers, students on placements, work experience, apprentices and agency practitioners in the room.
8. To supervise the children and to protect them from dangerous or harmful situations. To provide a high level of care that will enhance the children's general health and well-being.

9. To adhere to the safeguarding policy and procedures to promote the welfare and safety of children within the setting and to report any welfare or child protection concerns immediately. To act as the designated person for safeguarding in the pre-school manager's absence.
10. To promote equality of opportunity and foster an inclusive culture and environment. To promote equal opportunities ensuring individual children's needs and circumstances are known and met through the care and education provided.
11. To be fully aware of Little Cuckoos operational policies and procedures and ensure policies and procedures are followed, implemented, monitored, reviewed by all staff this includes ensuring that all accidents and incidents are recorded as outlined in the policies and procedures.
12. To act as a key person to a group of children and ensure their needs are reflected in the routines and curriculum of the setting.
13. To recognise and act upon children's additional or special educational needs and ensure staff support these children effectively. To contribute to Common Assessment Framework intervention and support.
14. To liaise and work in partnership with other agencies, both statutory and voluntary, where appropriate.
15. To keep informative, accurate and up-to-date records, including records of progress and any behavioural or developmental concerns.
16. To arrange and attend parent/carer meetings to allow two-way discussion of their children's progress.
17. To support the preparation of snacks, ensuring that ALL children's dietary, allergy and cultural needs are met.
18. To contribute to and attend his/her supervisions and staff appraisal.
19. To contribute to and attend regular team meetings and lead in the absence of the manager.
20. To liaise and work in partnership with other agencies, both statutory and voluntary, as needed. To liaise regularly with parents/carers about their children's needs, interests and progress undertaking the role of key person or back up key person to a group of children.
21. To work with Pre-school Manager, liaising with local schools to support the children in the smooth transition to school or other setting, or sharing information with another practitioner.
22. To attend any conferences, training events or meetings identified by the Pre-school Manager and to keep up to date with current good practice.
23. To adhere to policy and procedure on confidentiality.
24. To perform any other duties as deemed necessary by the Pre-school Manager.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.

Person specification

Essential Criteria:

1. A minimum Level 3 early years education and childcare qualification or equivalent
2. At least 2 year's experience in working in early education and childcare.
3. Ability to help the Pre-school Manager to manage the setting's resources to ensure expenditure is in line with its budget
4. Ability to inspire people to deliver results, high standards and sets clear objectives for self and the team, taking appropriate and timely action to ensure targets are achieved.
5. A sound understanding of child development and children's needs with an ability to plan and implement the curriculum in accordance with the Early Years Foundation Stage, taking into account the Special Educational Needs and Disability Code of Practice, safeguarding procedures and equality & diversity considerations
6. The ability to establish rapport and credibility with staff, external agencies, mothers, fathers, guardians and other carers.
7. Ability to communicate in writing by being able to produce clear, concise and accurate reports and correspondence.
8. Ability to help the Pre-school Manager, effectively market the setting to maximise occupancy levels and fee income.
9. Experience of co-ordinating curriculum planning for a childcare and early education settings. Ability to communicate the need for quality and continuous improvement and influence good practice through example.
13. An ability to develop partnerships with mothers, fathers, guardians and other carers in respect of their own needs for advice, education and personal development.
14. Able to recognise the signs and signals of child abuse and safeguarding concerns and have knowledge of what to do to protect children and safeguard their welfare.
15. To be aware of the harmful impact on children of discriminatory experiences and ensure that children feel valued and respected for who they are.
16. Demonstrable a detailed knowledge of current legislation relevant to the Early Years.
17. Able to work as part of a team and on own initiative. To demonstrate professionalism in approach to managing all issues.

Desirable Criteria:

1. A desire to further progress to Manager position in the future.

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.