



Job description: Deputy Manager

Lomas Memorial Hall, Church Street, Stannington, Sheffield S6 6DB

Job Title: Pre-School Deputy Manager to start as soon as possible
Contact Type: Permanent (subject to 6 month probationary period)
Working Pattern: Part Time, 4 days of 4 hours, Monday/Wednesday/Thursday/Friday.
(16 hours per week) 38 weeks + statutory holidays pro rata.
Salary: £9.20 - £10-20 per hour subject to experience
Closing Date: **7th May 2019**

The Management committee of Stannington Village Pre-School, a 20 place charity based pre-school are looking for a Deputy Manager who has high expectations and a forward thinking approach. The successful candidate will work closely with our current Manager to provide high quality pre-school education ensuring compliance with all relevant legislation.

Stannington Village Pre-school 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.

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. A DBS check will be carried out prior to appointment. The successful candidate will be required to sign up for the DBS annual update service at their own expense.

Main duties

1. To assist the manager with the planning of the curriculum using the Early Years Foundation Stage (EYFS) for guidance and to assist with monitoring the effectiveness of the setting's curriculum
2. To assist the manager in providing a high quality of education and learning, ensuring that staff are properly deployed, and offering appropriate stimulation and support to the children attending the setting.
3. To work in partnership with parents/carers and other family members.
4. To advise the Manager of any concerns e.g. health and well-being of children, parents or the safety of equipment, preserving confidentiality as necessary and to ensure that the welfare and safety of children is promoted within the setting.
5. To take action to support the setting to achieve and maintain a minimum good Ofsted rating at the next inspection.
6. To teach children, offering an appropriate level of support and stimulating play experiences. Assist in monitoring the quality of teaching.
7. To undertake the role of deputy safe guarding lead and ensure that the welfare and safety of children is promoted within the setting and that any child protection concerns are always acted upon appropriately and immediately.
8. To support meal times within the setting.
9. To actively participate and contribute at team meetings, supervision meetings and appraisal meetings.

10. To attend training courses as required and to take responsibility for personal development.
11. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
12. To ensure that Stannington Village Pre-School is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills are practiced regularly.
13. To ensure that adequate records are kept and updated regularly e.g. the daily attendance register, accident and incident records.
14. To undertake the role of deputy Senco making provision for children with SEN/Safeguarding needs in the setting and oversee the day to day operation of the SEN/Safeguarding policy.
15. To support and work in partnership with each key person at the setting in order to implement the SEN/Safeguarding policy.
16. To promote the setting to current parents and potential customers.
17. To liaise with the committee, Ofsted services and other professionals as necessary.
18. To undertake any other reasonable duties as directed by the Manager or the committee in accordance with the setting's business plan/objectives.

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 committee. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.

Person specification

Essential criteria:

1. At least two years' proven experience of working in an early years care and education setting or at least two years' other suitable experience.
2. Level 3 early years' education and childcare qualification or equivalent
3. Paediatric First Aid Certificate.
4. A desire to drive change and improvement across the pre-school provision.
5. Sound understanding of child development, and of children's needs.
6. Ability to plan and implement a pre-school curriculum, taking into account the SEN Code of Practice, child protection procedures and equal opportunities considerations.
7. Demonstrable and detailed knowledge of current legislation relevant to the early years.
8. Understanding of the Prevent Duty in the Counter-Terrorism and Security Act 2015, as it relates to early years settings.
9. Ability to comply with the requirements placed on the setting by the EYFS.
10. Ability to work with parents and families to encourage their involvement.
11. Commitment to maintain Confidentiality.
12. Ability to effectively lead a team of adults, including contributing to performance management processes e.g. induction, supervision meetings, appraisals and setting objectives.

13. Demonstrate a commitment to continuously promoting a culture of safeguarding.
14. Commitment to equal opportunities and an understanding of equality and diversity issues.
15. Ability to write clear reports.
16. Suitable both mentally and physically, to care for children.
17. Eligibility to work in the U.K.

Desirable criteria:

1. Level 3 or above early years education and childcare qualification.
2. Demonstratable staff management experience, ideally in an early years setting.
3. Experience in a SENCO role.

We do not accept CV's, if you're interested please look at the vacancy page of our website to download a full job description and application form.

Please email your completed application to Anne Fellows at SVPS@mail.com

For more information please call Pre-school on 0114 2349970 or 07562121324

Stannington Village Pre-school is committed to recognising, valuing and respecting the diversity of its employees, service users, volunteers and job applicants. We recognise that everyone has a contribution to make and we aim to ensure that all individuals with whom we have contact will be treated in a fair and consistent manner.

We recognise that certain people face discrimination based on factors such as their race, ethnic or national origins, religious and political beliefs, gender, disability, sexuality, age, marital status and linguistic ability. With this in mind, we will work within the current legislative framework and within the sphere of best practice in order to promote equality and value diversity, and work to address unfair treatment, discrimination and prejudice where found within the workplace.

It is expected that the principles of diversity and equality will underpin all of our work, and the work of our employees.

- All staff are entitled to undertake their tasks in an environment which promotes dignity and respect for all.
- No form of intimidation, bullying or harassment will be tolerated.
- The setting seeks to provide service users with services that are relevant to their needs and to give, where possible, all sections of the community equal access to those services.
- A commitment to diversity and equality within the working and wider environment is good management practice and makes sound business sense.
- This policy is fully supported by the setting's leadership.