



JOB DESCRIPTION FOR DEPUTY MANAGER AT THE LITTLE ARK PRE-SCHOOL

Job Title: Deputy Manager
Reports to: Pre-School Manager
Job Type: Part-time, Permanent
Hours: 20-30 per week
Salary: From £10.50 per hour

1. PURPOSE OF JOB

- To support the setting's aim: "To create a happy, caring and inclusive environment in which children can explore and develop. To nurture their self-esteem and work alongside parents to prepare them for their transition to school"
- Assist the Manager in the day to day running of the pre-school and adhere to the setting's policies and procedures to ensure consistency and high standards

2. MAIN DUTIES AND TASKS

(The nature of Pre-School Work is very varied and unpredictable, it is impossible to account for every situation and staff need to be flexible and understand that they may be asked to assist with tasks that are not specified below)

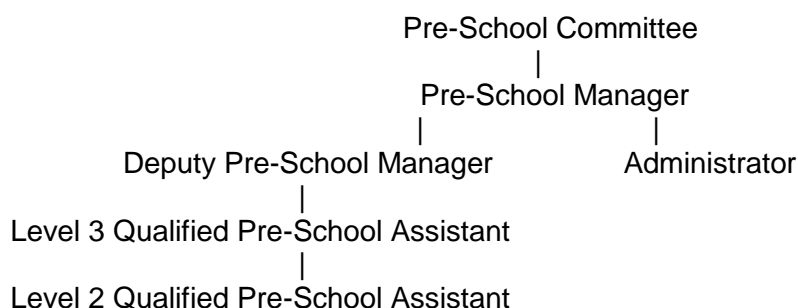
- To cover as manager in the manager's absence, taking charge of the setting.
- To support the manager to ensure that the staff are appropriately supported to carry their role effectively. To work with the team to develop their roles and the setting with regard to the self-improvement processes, working with staff direct to put together action plans, impart knowledge and best practice, and monitoring outcomes of any changes.
- To oversee daily routine and staff deployment as required in main room.
- To keep a check of resources and order replacements to a set budget as needed discussing larger purchases with manager.
- To participate in theme planning and implementation, providing play experience for the children in line with the policy of The Little Ark Preschool. This will include creative activities, music and movement, singing, outside play and story time.
- To assist in the setting up and clearing away of all activities and equipment – be aware of unused areas and adjust resources if necessary
- To ensure high standards of hygiene and safety are maintained according to our policies and procedures
- To be active and committed and ensuring that all children attend the setting, receive high quality care, are kept safe and receive stimulating play both indoors and outside.
- To act as a safeguarding lead; to ensure the welfare and safety of children is promoted within the setting and that any child protection concerns are always acted upon appropriately and immediately.
- To keep completely confidential any information regarding children, families and staff which I acquired as part of the job, including complying with requirements of the General Data Protection Regulations.
- To actively support children's progress in all areas of development, types and stages of play, by interaction and extension of play activities and providing stimulating play experiences
- To be responsible for keeping each of your Key Child's Learning Journal up to date with relevant and accurate information
- To act as a keyworker for an allocated group of children – ensuring care and planning of their individual needs are met, interests and next steps of development.

- To be involved in setting plans, policy reviews and record keeping as requested and led by the Manager
- To attend staff meetings as requested to keep informed of setting updates and have your voice included in decisions and discussions that affect the group as a whole
- To attend training as requested
- To work with the manager to have an action plan in place which enables the setting to achieve a minimum good Ofsted rating at the next inspection.
- To support the work of the setting to promote equal and open opportunities for children and adults
- To build strong relationships with parents ensuring they feel valued and are supported in developing learning at home, whilst respecting confidentiality.
- To undertake any other reasonable duties as directed by the committee or the manager, in accordance with the settings business plan and objectives.
- To perform any other duties as deemed necessary by the Pre-school Manager.

3. NECESSARY REQUIREMENTS

- Minimum of relevant Early Years NVQ Level 3 qualification or equivalent in Early Years and Childcare Development.
- Previous experience (1-2 years) of working in an Early Years Setting.
- Knowledge of safeguarding, health and safety, equal opportunities and confidentiality.
- Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
- Interpersonal skills necessary to interact with all setting users

4. ORGANISATION CHART



Signed:	
Name:	
Date:	
Manager signature:	
Date:	