

Frittenden Preschool are currently looking for a part-time Deputy Manager.

This is a great opportunity for a passionate Senior Early Years Practitioner or experienced Deputy Manager to join our small and friendly preschool.

We are based in the village of Frittenden, Kent on the site of the village primary school. We are a very small term-time setting with just 5 members of staff providing high quality learning experiences for up to 14 children per session, aged 2 to 5 years.

At Frittenden Preschool we work together with parents to support children through their early years by providing a nurturing and play-based environment, extending their emotional, social, academic, and physical skills and abilities. Our goal is to inspire curiosity, independence, and a life-long love of learning to help children to become contributing members of our community and the world.

The successful candidate should therefore be passionate about children’s learning. We are looking for a Deputy Manager who is passionate, supportive, hard- working and able to work alongside our manager to progress our preschool forward. You will ideally already have some experience of managing staff, understand the preschool environment and enjoy the challenges this brings. You must have a professional work ethic, be hard working whilst maintaining appropriately friendly relationships, and possess the ability to emotionally engage the staff team.

We are looking for you as our Deputy Manager to be able to demonstrate the following qualifications & experiences:

• Full and relevant Level 3 qualification in Early Years and Childcare or above, with a minimum of 2 years post qualification experience within a childcare setting.

• Knowledge of child protection and safeguarding (ideally holding Designated Safeguarding Lead qualification, or willing to train)

• Hold a full Paediatric First Aid Qualification

• Experience of working in a management role, supervising sessions, planning the resources required, and mentoring staff. You will need to plan, prepare and participate in a range of activities that promotes each child’s physical, intellectual and emotional needs to enable them to reach their full potential following the Early Years Foundation Stage Curriculum.

• To act as a key person for a group of children, by observing, monitoring and accurately recording each child’s development and identifying activities to inspire them.

• On a daily basis, you will supervise the session with help from early years practitioners, setting up in the morning and tidying at the end of the day.

• To help children acquire self-help skills, including dressing, feeding, toilet training and an awareness of personal hygiene.

• To communicate with parents/carers about the day to day needs of the children by fostering parental involvement and encouraging positive parenting skills.

• To attend staff meetings, parents’ evenings and other events as required.

• To assist in the organisation of key groups and staff rotas, also ensuring that staff/child ratios are maintained at all times.

• To assist the Manager with the induction and support of staff in their roles.

• To deputise for the Manager in their absence.

• To offer support and mentoring to staff and volunteers, liaising with colleagues as required. • To ensure that the Pre-School meets safety and hygiene requirements.

• To have excellent knowledge of the EYFS and Ofsted Statutory guidance and assisting in ensuring that statutory requirements are met throughout the PreSchool.

• To keep up to date with developments in childcare and parent education through training as appropriate.

• To maintain records and documentation which comply with statutory requirements.

• To be aware of and respond to all our Policies and Procedures including Child Protection. • To liaise with the Pre-School’s Management Committee and external agencies as appropriate.

• Excellent communication and interpersonal skills to work productively with pupils, colleagues, parents, and outside agencies

• Excellent planning, organising and time management skills

• A fantastic understanding for how a preschool works, with passion and strive to think outside the box for future educational development.

• And finally, you must have a warm, smiling face that makes every child feel special. You must be able to laugh at jokes you don’t understand or find funny. Possessing the skills required to rapidly count the heads of numerous moving small people is of the upmost importance. You must have the ability to read a fairy tale, upside down, with at least four interruptions per page. You must be prepared to have lots of fun in the workplace. Laughter is something you can expect to engage in for a large part of your day. And you must be prepared to feel loved, special, and important to many young children and their families.

In addition, staff are able to benefit from;

• Competitive Salary dependent on experience

• Ongoing professional Development and Training opportunities

• Ongoing coaching from the manager

• Holiday pay

• Pension scheme

Hours and days required are: Term time only

Interested candidates should return our application form at the earliest possible time.

Frittenden Preschool is totally committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, as all new staff will be subject to enhanced DBS clearance, identity checks, qualification and employment checks, two satisfactory references and registration with the Disclosure and Barring Service