



Deputy Manager

Job Description

Role Summary

The Deputy is responsible for assisting the Manager in the day-to-day leadership of the preschool, and will act on behalf of the Manager in their absence.

As a Key Person and an integral member of the preschool team, you will work under the direction of the Manager to provide safe, high-quality care and education for all children. You will create inclusive play and learning opportunities, support curriculum planning, maintain appropriate staffing levels, and contribute to positive behaviour management.

You will act as a role model for the wider staff team, ensuring that all policies, procedures, and statutory requirements are consistently implemented. The role also involves building strong, professional relationships with parents, carers, and external agencies to support each child's development and wellbeing.

Reports to: Pre-School Manager

Direct Reports: In the absence of the Pre-School Manager: Early years practitioners, volunteers and work experience students.

Hours of Work: Monday to Friday 8am – 3pm, term time only

Key Responsibilities

1. Leadership & Room Management

- Lead the daily operation of the preschool room, when the manager is not in ratio, ensuring a calm, purposeful, and nurturing environment.
- Support and guide staff to deliver high-quality interactions, teaching, and behaviour management.
- Ensure staffing ratios, deployment, and routines meet statutory and organisational requirements.
- Contribute to the supervision and appraisal of all staff and updates of management systems by regularly liaising with the manager.
- Act on behalf of the Preschool Manager, when they are absent from the premises.

2. Teaching, Learning & Curriculum

- Work with the manager to plan, deliver, and evaluate an engaging curriculum aligned with the EYFS.

- Ensure learning opportunities are inclusive, developmentally appropriate, and responsive to children's interests.
- Monitor children's progress and ensure that Tapestry, our online learning journal is kept up to date alongside the manager.
- Champion high-quality play, language development, and early literacy and numeracy.
- Support staff in planning for the differing needs of children and enable their individual potential to be realised

3. Key Person Responsibilities

- Build warm, trusting relationships with a small group of key children and their families.
- Complete observations, assessments, and next steps in line with policy.
- Support children's emotional wellbeing, transitions, and individual needs.

4. Safeguarding, Welfare & Compliance

- Act as a Deputy Designated Safeguarding Lead (DSL) within the setting and ensure training/meetings are attended where necessary.
- Ensure children's safety and wellbeing at all times.
- Follow safeguarding procedures, reporting concerns promptly and appropriately.
- Maintain accurate records, including accidents, medication, attendance, and safeguarding logs.
- Ensure all practice complies with statutory requirements, Ofsted expectations, and preschool policies.

5. Partnership with Families & External Agencies

- Build positive, professional relationships with parents and carers.
- Share information sensitively and appropriately to support children's development.
- Liaise with external professionals (e.g., SENCO, health visitors, early help teams) as required.

6. Teamwork & Professional Development

- Act as a role model for best practice in early years care and education.
- Support the induction, mentoring, and development of staff and students.
- Participate in training, supervision, and appraisal processes.
- Contribute to a positive, collaborative team culture.

Person Specification

Essential Criteria	Desirable Criteria
Experience	
<ul style="list-style-type: none"> Experience working in an early year's setting, including leading practice. 	<ul style="list-style-type: none"> Experience working as a Deputy or Room Leader.
	<ul style="list-style-type: none"> Experience of working and building strong relationships with parent/carers
Qualifications and Training	
<ul style="list-style-type: none"> An early year's qualification equivalent to at least Level 3 	<ul style="list-style-type: none"> DSL qualification
<ul style="list-style-type: none"> Willingness to train as a DSL 	<ul style="list-style-type: none"> A current paediatric First Aid qualification
	<ul style="list-style-type: none"> Training in leadership and management
Knowledge	
<ul style="list-style-type: none"> Strong understanding of the EYFS, safeguarding, and child development. 	<ul style="list-style-type: none"> Knowledge of SEND processes and multi-agency working.
<ul style="list-style-type: none"> Commitment to inclusive practice and equal opportunities. 	<ul style="list-style-type: none"> Experience with electronic learning journals or assessment systems.
<ul style="list-style-type: none"> Knowledge of child protection and safeguarding procedures 	
<ul style="list-style-type: none"> An understanding of a play-based approach to children's learning and development 	
<ul style="list-style-type: none"> Knowledge of particular health and safety issues relevant to this age group 	
Job Related Skills and Abilities	
<ul style="list-style-type: none"> Ability to lead a team with confidence, warmth, and professionalism. 	<ul style="list-style-type: none"> Effective leadership skills
<ul style="list-style-type: none"> Excellent communication skills with children, families, and colleagues. 	
<ul style="list-style-type: none"> Ability to remain calm, organised, and solution-focused. 	
<ul style="list-style-type: none"> Good communication skills, oral and written 	