

**St Mary’s Church Hall, St Mary’s Road, Wootton, Bedford, MK43 9HB**

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**Job description**

Job title: Pre -School Deputy Manager

 Responsible for: Working daily as part of the leadership team along with the Pre-School Manager

Working with the Pre-school Manager to provide safe, high-quality education and care for early years children. To fulfil legal and statutory requirements. To lead and manage staff on a day-to-day basis. To contribute to and to implement early years policies. To ensure that all statutory and legal obligations are followed and met.

**Safeguarding requirement:** St Mary’s Pre-School is committed to safeguarding and promoting the welfare of children and their families. 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.

It is envisaged that when the new Leadership Team is in place that they will, together, assign specific responsibilities for the tasks set out below, depending on specialisms and strengths.

**Main duties of the Pre-School Manager and Deputy:**

1. To take responsibility for drawing up long-term, medium-term, and sessional curriculum plans which take into account the requirements of the Early Years Foundation Stage (EYFS), and to monitor the effectiveness of the setting’s curriculum; this may include working with external professionals.

1. To be responsible for providing a high quality of education and learning, ensuring that staff are properly deployed, and to offer appropriate stimulation and support to the children attending the setting.

1. To have an appropriate action plan in place which enables the setting to achieve and maintain a minimum good Ofsted rating at the next inspection.

1. To take responsibility for ensuring that performance management systems are in place and followed.

e.g. induction, probation, supervision, team meetings, appraisals, and objective setting.

1. To ensure that staff are appropriately supported to carry out their role effectively, including the Early Years SENCO.
2. To ensure that the weekly planning of activities and events is shared on a Rota basis.

1. To be responsible for implementing our system of observation and record keeping so that children’s progress and achievements are effectively and regularly assessed and to monitor the effectiveness of the assessment procedures.

1. To effectively supervise staff on a daily basis; to be responsible for monitoring the quality of teaching; to participate in staff appraisals and to identify in-service training needs.

1. To 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.

1. To ensure records are properly maintained and updated, e.g. the daily attendance register, accident, and incident records.

1. To work with St Mary’s Management Committee in all aspects of the overall running of the Pre- School.

1. To continue a good working relationship between St Mary’s Church and the St Mary’s Pre-School.

1. To liaise closely with parents/carers, informing them about the setting and its curriculum, exchanging information about children’s progress and encouraging parents’ involvement.

1. To ensure that St Mary’s 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 regularly practised.

1. To liaise with the local authority, Ofsted services and other professionals as necessary and ensure that all legal and statutory requirements are implemented, and to provide reports as required.

1. To implement any recommendations made following regulatory inspections.

1. To contribute to and to implement all early years policies and procedures, e.g. register and signing out procedures, child protection, health and safety, confidentiality, food safety, setting hygiene.

1. To manage the pre-school budget, petty cash system and to ensure that any systems for income collection or invoicing are followed.

1. To attend any conferences, training events or meetings deemed necessary for CPD and to keep up-to-date with current good practice.

1. To ensure that accurate and up-to-date record keeping systems are in place e.g. children’s records of progress and any behavioural and development reports, any safeguarding issues, health and safety issues, notes taken at staff supervision meetings, details of targets set and of any performance concerns discussed.

**This job description is not an exhaustive list of duties, and the post holders 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 supervisory / management experience working in an early years care and education setting or at least two years’ other suitable experience.

1. Level 3 early years’ education and childcare qualification or equivalent, preferably with a commitment to obtaining a level 4/5 qualification.

1. Ability to ensure that the setting achieves and maintains at least a good Ofsted rating.

1. Sound understanding of child development, and of children’s needs.

1. Ability to plan and implement a pre-school curriculum, considering the SEN Code of Practice, child protection procedures and equal opportunities considerations.

1. Demonstrable and detailed knowledge of current legislation relevant to the early years.

1. Understanding of the Prevent Duty, as it relates to early years settings.

1. Ability to comply with the requirements placed on the setting by the EYFS.

1. Ability to work with parents and families to encourage their involvement.

1. Ability to effectively market the setting to maximise occupancy levels and fee income and maintain financial stability.

1. Ability to effectively lead and manage a team of adults, including conducting performance management processes e.g. induction, supervision meetings, appraisals and setting objectives.

1. Demonstrate a commitment to continuously promoting a culture of safeguarding.

1. Commitment to equal opportunities and an understanding of equality and diversity issues.

1. Ability to write clear reports.

**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.**