



POLLYANNA PRE-SCHOOL CIO

Job Description

Post Title:	Deputy Manager
Responsible to:	Manager
Managing:	Pre-School staff, students, and volunteers in the absence of the Manager
Summary:	To work as part of the pre-school team under the direction of the Manager to provide safe, high-quality education for young children; supervise staff on a day-to-day basis; to contribute to and implement pre-school policies
Qualifications:	Minimum Early Years Educator Level 3 or equivalent Paediatric First Aid Safeguarding Health and Safety, Risk Assessments SENDCo training (desirable)

Deputy Manager Responsibilities

Note. This Job Description is not a definitive list of tasks - it is designed to give an overall view of the job, and not to indicate the sole requirements to do the work. It is envisaged the post holder will use his/her own initiative and develop their own style to achieve the desired aims.

Main Duties:

1. To help set-up the room according to the pre-school curriculum and tidy away at the end of session.
2. To have a detailed understanding of the Early Years Foundation Stage (EYFS) and detailed understanding of child development
3. Provide inclusive stimulating play, taking into consideration the developmental needs of the individual child in line with the Early Years Foundation Stage (EYFS) curriculum.
4. Develop and maintain good communication with all the staff, parents, and Committee.
5. Mentor and role model for staff members working towards their qualifications and student placements.
6. Oversee and provide guidance to pre-school staff and new employees.
7. To manage the pre-school and undertake all the necessary duties in the absence of the Manager.
8. To assist with the pre-schools maintaining of Ofsted standards.
9. Promote a good working atmosphere in the pre-school. Recognise the different abilities of staff and volunteers and assign them specific tasks in line with the staff rota.
10. To supervise the daily programme of pre-school activities and events.
11. Ensure all steps possible are taken to safeguard the welfare and safety of children and other personnel whilst on the premises. Have full knowledge and strictly adhere to the Fire Drill procedure.
12. To promote equality of opportunity and foster an inclusive culture and environment. To promote equal opportunities ensuring individual children's needs and circumstances are known and met through the care and education provided.



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13. Liaise with Manager on any points to be raised at staff meetings. Lead staff meetings in conjunction/absence of Manager
14. Keep all information regarding the children, their families, or other staff, which is learnt as part of your role completely confidential.
15. Be willing to attend any relevant in-house or external training sessions (i.e., First Aid, Health and Safety, Safeguarding and EYFS).
16. Adhere to all working guidelines, policies and procedures as set out by the Manager and Management Committee.
17. To support the Pre-school in fundraising activities and take part in special events (i.e., outings and visits)
18. To be the first point of support for staff undergoing training or apprenticeships.
19. To perform any other duties as deemed necessary by the Manager.
20. To arrive for sessions promptly, in uniform and ready to commence work at given start time.

Essential Criteria

Experience of working in a pre-school setting
Sound understanding of child development and of Special Educational Needs
Ability to implement the EYFS curriculum.
Ability to work with parents and to encourage their involvement.
Ability to liaise with a team.
Good oral and written communication skills
Ability to work as an effective team member with minimum supervision.
Conversant with current legislation relevant to early years
Commitment to Equality of Opportunities

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and an enhanced disclosure will be sought for the successful candidate.



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