



*Cleethorpes Childcare is committed to ensuring the safeguarding of all children and staff within its provisions. All staff are required to undertake an enhanced disclosure and registration with DBS update service before they commence employment and will undertake ongoing checks to ensure a safeguarding culture and commitment is maintained.*

## **Job Description**

<b>Job Title:</b>	<b>Deputy Manager</b>
<b>Responsible to:</b>	<b>Cleethorpes Childcare Executive Committee</b>
<b>Reporting to:</b>	<b>Childcare Manager</b>
<b>Responsible for:</b>	<b>students &amp; volunteers</b>
<b>Work Base:</b>	<b>Signhills Pre-school, Hardys Road, Cleethorpes DN35 0DN</b>
<b>Salary:</b>	<b>£9.48 per hour</b>
<b>Hours of Work:</b>	<b>Term time: 36.5 hours/ week</b> <b>Holidays: 0 hours per week</b>
<b>Holidays:</b>	<b>5.6 weeks per year pro-rata</b>
<b>Benefits:</b>	<b>Auto enrolment pension scheme, details of eligibility available on request.</b> <b>Uniform provided as appropriate to the role.</b>

### **Purpose of the job:**

- ✚ To work as part of a staff team to provide high quality care and education for children aged 2-5 years in accordance with the Early Years Foundation Stage, Policies & Code of Practice of Cleethorpes Childcare, Ofsted standards, SEN Code of Practice, the Children Act 1989/2004, and Health and Safety legislation
- ✚ To monitor, plan, observe, assess and record activities to meet the individual needs of children within the setting
- ✚ To manage and support a team of childcare practitioners within the boundaries of the job description, legislation and good practice
- ✚ To promote the ethos of Cleethorpes Childcare, the EYFS statutory framework and Ofsted standards to deliver improved outcomes for children

### **Main duties:**

- ✚ To help co-ordinate & provide varied & appropriate activities for all age groups in a safe & caring environment.
- ✚ To assist in the planning & preparation of a programme of activities with consideration for the needs of individual children's development, the EYFS and other initiatives within the setting
- ✚ To take responsibility for completing and recording an agreed number of children's individual development profiles
- ✚ To offer attention, stimulus and support as appropriate to enable children to develop independently
- ✚ To actively encourage parental participation in their children's activities through direct/ indirect involvement
- ✚ To meet with parents/ carers on a regular basis to discuss their child's achievements
- ✚ To maintain good hygiene standards and develop practice to reflect this
- ✚ To plan, prepare and present healthy snacks
- ✚ To review and develop safety procedures
- ✚ To ensure the environment is prepared for children's learning prior to their arrival
- ✚ To contribute to and implement the setting policies

- ✚ To support the manager in the day to day operational responsibilities of the setting maintaining high standards and ensuring that staff work effectively and efficiently
- ✚ To manage the setting in the absence of the manager and make sure office and premises are secure at the end of the day
- ✚ To induct new students and volunteers and liaise with the student mentor.
- ✚ To work cooperatively with other professionals and agencies to support the children and their families.
- ✚ To support the manager to ensure that all legal and statutory requirements are met in line with the Statutory Guidance for EYFS and Ofsted
- ✚ To co-ordinate the health and safety responsibilities within the setting in accordance with the current policies and procedures and the role of the health and safety representative
- ✚ To attend staff, planning and review meetings as agreed
- ✚ To maintain a high level of confidentiality of information which may be gained as part of their job
- ✚ To advise the Childcare Manager of any matters requiring attention such as concerns about a child or equipment which may need repairing or replacing
- ✚ To administer first aid as appropriate
- ✚ To meet with parents & carers on a regular basis to discuss their child's development & achievements
- ✚ To promote high quality practice within the setting, and across Cleethorpes Childcare
- ✚ To maintain computerised records and demonstrate ICT knowledge within the workplace
- ✚ To ensure confidential and sensitive communication across the organisation
- ✚ To liaise with local schools and other providers to support transitions and integration of services

### **General Duties:**

- ✚ To attend training and further enhance personal development as directed
- ✚ To promote the aims and ethos of Cleethorpes Childcare
- ✚ To undertake such other duties as may become necessary to ensure the successful running of the provision
- ✚ To carry out all responsibilities and activities in accordance with the agreed equal opportunities and anti-discriminatory policies and to work within the policies and code of practice.

## **Person Specification**

**Job Title: Deputy Manager**

### **Essential Criteria:**

- ✚ Minimum level 3 in childcare & education & demonstrating a commitment towards EYT status
- ✚ satisfactory enhanced disclosure and registration with DBS update service
- ✚ a minimum of 3 years post qualifying experience of working with 2-5 year olds
- ✚ a thorough understanding of good quality childcare/ experience of participation in a quality assurance scheme
- ✚ ability to provide & facilitate safe & creative play
- ✚ ability to work independently and as part of a team
- ✚ ability to communicate both written and orally at all levels, using ICT when appropriate
- ✚ ability to meet individual children's needs
- ✚ an understanding of child protection issues and a commitment to equal opportunities and anti-discrimination
- ✚ current Paediatric First Aid certificate
- ✚ ability to work on own initiative

### **Desirable Criteria:**

- ✚ Understanding of and commitment to children's rights
- ✚ experience of administration of records and financial information
- ✚ current basic food health & hygiene certificate
- ✚ completion of safeguarding children level 1 or above