
Job Description – Deputy Manager

Title: Deputy Manager
Responsible to: Managing Director
Salary: To be confirmed.

1 Cosmos Kindergarten Ethos

Cosmos Kindergarten aims to provide a rich and varied learning experience within a caring atmosphere, where everyone feels happy and secure. We believe in the importance of exploration and play, and in building strong foundations for all children to grow and flourish. We believe in the importance of experiencing nature in all its aspects, and we love the outdoors.

2 Job Overview

Our Deputy Manager will work closely with the Managers and other team members, providing hands on day-to-day care for the children as well as running Cosmos Kindergarten's holiday clubs.

The successful candidate will be either an experienced inspirational qualified Early Year's Teacher or Deputy Nursery Manager, or a passionate, enthusiastic, dedicated recently qualified practitioner looking for a really exciting job, with opportunities to develop their career.

We are offering a brand new beautifully refurbished working environment, happy children and a supportive and friendly team of staff, with excellent rates of pay and ongoing support and career development.

We are open Monday – Friday, 7.00 to 18.00. 48 weeks of the year.

Your working hours will be: Monday to Thursday 7.00 – 17:00, 52 weeks a year.

Holiday entitlement 25 days in total of which 16 days must be taken during our 4 weeks of closure. 9 days will remain to be taken throughout the rest of the working year.

We are committed to safeguarding, equality of opportunity and promoting the welfare of children and we expect all staff and volunteers to share this commitment. The successful candidate will meet the requirements of the person specification and will be subject to an enhanced DBS check, medical check and references.

3 Job Purpose

- To assist the Kindergarten Manager in ensuring that the provision is of the highest quality; providing a caring child-centered environment, catering for the children's educational and developmental needs.
- To provide inclusive play and learning opportunities for all children attending the setting and to maintain a safe, stimulating and enjoyable environment.
- To lead in organising out of term educational weeks in the absences of the Term time Kindergarten Teacher.
- To be responsible for the planning and delivering of the early year's foundation stage curriculum for children 2-3 years and the whole cohort in the absence of the Manager and Kindergarten Teacher.
- To ensure a high standard of physical, emotional, social and intellectual care for children placed in the kindergarten, including monitoring, evaluating and developing the provision.
- To effectively lead and manage staff in conjunction with the Kindergarten Manager.

4 Responsible for

- Deputising for the Kindergarten Manager when required.
- The induction of new staff, mentoring trainee early years educators.
- Managing the staff in the absence of the Kindergarten Manager.
- Planning rotas and staff holidays
- Monitoring and record keeping of each area within the kindergarten, including planning, assessment and tracking of progress against the developmental milestones, reporting any concerns to the Kindergarten Manager. Sole responsibility for completing 2 year progress check schedule and overseeing key workers completion of summative assessments.
- Sole charge of risk assessments for outdoor and indoor sites, including outings.
- Supporting staff in completing electronic learning journals in a timely manner, overseeing and mentoring staff on observation and assessment skills.
- Ensuring registers are completed accurately for staff and children each day.
- Holding appraisal meetings with staff and supporting staff in meeting their appraisal targets.
- Lead in maintaining Fire drill practices and log of drills

5 Safeguarding Requirement

Cosmos Kindergarten is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedure to continuously promote a culture of safeguarding across the whole organisation.

6 Key responsibilities/Main Duties

6.1 Management Role

- To work closely with the Kindergarten Manager to lead and manage the team with a sense of pride, energy and enthusiasm.
- Assisting the Kindergarten Manager with staffing rotas and timetabling.
- Support the Kindergarten Manager with the Early Years Schemes of work, encompassing long term, medium and short term planning.
- Working closely with the Kindergarten Manager to guide, support and train staff on EYFS assessment and tracking against the EYFS developmental stages.

- To support the Kindergarten Manager in ensuring that supervision and appraisal meetings within the setting are being undertaken for staff, and that targets are being set and monitored.
- To close the kindergarten 4 days a week.
- To oversee the induction of new staff, students, volunteers.
- To monitor and evaluate the effectiveness of the provision; liaising with the senior team.
- To organise and lead Cosmos Kindergarten Holiday Clubs including activity planning.

6.2 Supporting Operational Control

- To maintain standards and always ensure the smooth running of the kindergarten.
- Ensure that the correct pupil/staff ratios and pupil registration are maintained accurately.
- To attend statutory safeguarding training and ensure that all staff are aware of and adhere to the Safeguarding policy and procedures of Cosmos Kindergarten, reporting any welfare or child protection concerns immediately to the Kindergarten Manager.
- To act as the designated person for safeguarding in the manager's absence.
- Ensure that security and safety regulations are met and always fully operational without exception.
- Operate the highest level of cleanliness and hygiene within the kindergarten setting and all areas in use by the kindergarten.
- Responsible for the day to day management of the premises and services, ensuring essential repairs and maintenance are carried out.

6.3 Curriculum Development and childcare practice

- To develop and implement initiatives that support the individual needs of the children within the group setting.
- To ensure that the planning and organisation of outstanding educational provision is carried out to the EYFS curriculum, reporting any problems to the Kindergarten Manager.
- To support the kindergarten in its planning, delivery and monitoring of the Early Years Foundation Stage framework (EYFS) and its principles.
- To ensure that the environment is set up to meet the needs of all children.
- To act as a key person to a group of children and ensure their needs are reflected in the routines and curriculum of the setting including personal care.
- To support the preparation of snacks, ensuring that all children's dietary, allergy and cultural needs are met.
- To work with the Kindergarten Manager to review and support staff in completing Learning Journals, assessments and planning.
- Working as part of a team to deliver the care standards and educational programme on an on-going basis; taking into account any equality and diversity requirements.
- To ensure and uphold SENCO responsibilities and the implementation of SEND Needs Code of Practice and to recognize and act upon children's additional needs and ensure staff support these children effectively.

6.4 Record Keeping and Reports

- To maintain accurate statistical and personal records relating to staff, children and families within the kindergarten. Providing regular reports to the Kindergarten Manager.
- Work closely with the Kindergarten Manager to ensure safe storage and appropriate access for all information to guarantee compliance with data protection legislation.

6.5 Parental involvement: managing relationships and sharing information

- Building strong parent/carer relationships through day-to-day liaison with parents about their children's needs, interests and progress, referring any issues or complaints as they arise to the Kindergarten Manager.
- Actively encourage the involvement of parent/carers at all levels in the kindergarten, including regular reviews and reports of children's progress.
- Deliver childcare in a way that meets the parent's/carer's needs and work in partnership with them providing high levels of customer care at all times
- To arrange and attend parent/carer meetings as required to allow two-way discussion of their children's progress.

6.6 Liaison with other practitioners

- Together with the Kindergarten Manager, develop links with local schools and leading nurseries to create learning partnerships.
- Attend training, events or meetings identified by the Manager to keep up to date with current good practice and ensure continued professional development.

6.7 General

- Attend regular operational and strategy meetings with Kindergarten Manager to ensure the smooth running of the setting. Contributing and attending team meetings. Deputising, when required, for the Kindergarten Manager in meetings.
- To maintain a flexible approach to the work of the kindergarten in response to the needs of the children, families and staff.
- To carry out all responsibilities and duties of the post in accordance with the kindergarten's Equal Opportunities Policy, fostering 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.
- To be fully aware of Cosmos Kindergarten's policies and procedures, ensuring that they are followed, implemented, monitored and reviewed by all staff, and that all accidents and incidents are recorded as outlined.
- To adhere to Cosmos Kindergarten's policy and procedure on confidentiality.
- Ensure that Cosmos Kindergarten's values, aims and ethos are fulfilled.
- To promote the high standards of the Kindergarten at all times to parents, staff and visitors.
- To be flexible and adaptable to undertake other duties within the scope of the post as required.

7 The person - Skills and Requirements

7.1 Essential

- Level 3 qualified, to undertake level 5 or EYTS if interested on commencement of position.
- To enrol on Froebelian Practice course, 12 months of employment.
- SENCO training.
- High levels of numeracy and literacy.
- Excellent working knowledge and understanding of the Early Years Foundation Stage Framework and Statutory Guidance and how to implement it and record children's progress.
- Able to plan exciting activities that support and extend the children's learning.
- Excellent organisational skills with the ability to work to targets and deadlines.



- Proactive and innovative approach to challenges and ideas, plus strong problem-solving capabilities.
- To possess a positive, flexible, energetic and adaptable approach, acting as a role model to other members of staff.
- Enthusiasm, pro-activeness, self-motivation with a can-do attitude.
- Thorough with strong attention to detail and a commitment to excellence
- Excellent written and oral communication skills in order to liaise with parents, staff and others.
- Strong IT skills.
- Knowledge and understanding of equal opportunities
- Ability to remain calm under pressure and able to multi-task.
- Able to work as part of a team and on own initiative.
- Able to demonstrate professionalism in approach to managing all issues.

You will be consulted about any proposed changes during your progress development discussions. Please note that the list of duties in the job description should not be regarded as exclusive or exhaustive. There may be other duties and requirements associated with your job and as a term of your employment you may be required to undertake various other duties as reasonably required.

I (insert employee name).....

Formally accept the job offer of Deputy Manager based on the above terms.

Signed:

Date:

Applicant Name:

Employer name:

Signed:

Date:

On behalf of

Kinder Harmony Ltd