



Castle Kindergarten

JOB DESCRIPTION – KINDERGARTEN DEPUTY MANAGER

Position:	Kindergarten Deputy Manager
Reporting to:	Kindergarten Manager & The Leadership Board
Contract type:	Permanent
Full time/Part time:	Full time
Hours:	41.25 hours per week for 52 weeks a year (with 20 days annual leave, 8 bank holidays and 5 kindergarten closure days each year)
Start date:	1 st September 2019, or soon after.
Salary:	£19,700 per annum

Purpose of the Job

The Deputy Manager of the Kindergarten will be expected to work under the direction of the Kindergarten Manager and deputise for him/her as and when required.

The Deputy Manager of the Kindergarten will be expected to support and assist the Kindergarten Manager in overseeing the smooth day-to-day running of the Kindergarten and ensuring that the best possible environment is provided for the children and that highest standards of care and education are maintained at all times.

The Deputy Manager of the Kindergarten will be expected to direct and support other personnel within the Kindergarten to help implement the high standards of care and education, in agreement with the Kindergarten Manager.

Main Responsibilities

- To deputise for the Kindergarten Manager in his/her absence.
- To support and assist the Kindergarten Manager in providing effective day-to-day management, staffing, administration, organisation and smooth running of the Kindergarten.
- To ensure the provision of the highest standards of care and education at all times for the children, in accordance with statutory requirements.
- To promote the Kindergarten's ethos within a welcoming and family friendly environment and work in partnership with parents/carers and other family members.
- To ensure the EYFS is delivered effectively and its principles are adhered to within the setting.
- To ensure effective communication between the Kindergarten staff and all partner organisations.

- To assist the Kindergarten Manager in overseeing the efficient upkeep of the building and maintenance/stock of equipment, furnishing and fittings in the Kindergarten.
- To assist with the day-to-day financial systems of the Kindergarten.
- To assist with the implementation of administrative procedures involved with registration, place allocation and other related matters in line with the Kindergarten's admissions policy.
- To assist with keeping a register and up to date records of all children using the provision and to give regular feedback to parents about their child's development and progress.
- To help ensure that the progress of children is monitored and regularly updated through the Kindergarten's preferred assessment tracking system.
- To assist with the training, supervision and monitoring of staff, including apprentices, students and volunteers.
- To undertake other duties as may be requested from time to time by the Kindergarten Manager.

Management of People

- To work closely with the Kindergarten Manager with regards to the management and supervision of staff/students and, may include responsibility as a Room Leader.
- To take over the day-to-day management responsibilities, to include the effective organisation of staff to ensure the smooth running of the Kindergarten, in the absence of the Manager.
- To assist the Kindergarten Manager in ensuring that the Kindergarten's policies are understood and implemented by all staff.
- To help identify staff training needs and liaise closely with the Kindergarten Manager in order to arrange/deliver the most appropriate training/support.

Relationships

- The Kindergarten Deputy Manager will be expected to build good working relationships with staff at every level, including with other professionals/outside agencies.
- Working in partnership with parents and families is highly valued and the Kindergarten Deputy Manager must therefore be approachable and able to communicate effectively at all times. They will need to be able to liaise with parents/carers and/or other family members, to help ensure that the particular needs of children are met.
- At all times the Kindergarten Deputy Manager must respect the confidentiality of sensitive family information (subject to child protection policies and procedures).

Decision Making

- The Kindergarten Deputy Manager will work closely with the Management Team.
- In the absence of the Manager, the Kindergarten Deputy Manager will be required to work autonomously in relation to the day-to-day operational management of the provision and, to make judgements about the delegation of tasks and responsibilities to other members of staff in order to ensure the smooth running of the Kindergarten.
- The role requires the confidence to make day-to-day decisions thoughtfully and with the utmost sensitivity to the needs of the children and families.

Developing the Provision's Ethos and Practice

- The Kindergarten Deputy Manager will require a firm understanding of the statutory EYFS and Welfare requirements.
- Alongside the Manager, the Kindergarten Deputy Manager will be expected to be actively involved in shaping and promoting the ethos and values of the Kindergarten in relation to children, staff, parents/carers and visitors to the setting.
- The Kindergarten Deputy Manager will assist the Manager in providing effective learning environments and best practice in using the natural world to support children's learning.

Management of Resources

- The Kindergarten Deputy Manager will assist the Manager in the planning and provision of the Kindergarten environment and the use of all resources.
- The Kindergarten Deputy Manager will help ensure that the Kindergarten is clean, tidy, safe, secure and welcoming for all families, visitors and staff.
- The Kindergarten Deputy Manager will be a key holder for the Kindergarten
- The Kindergarten Deputy Manager will carry out light caretaking duties agreed with the Leadership Board (see list attached)
- In the absence of the Manager, to be an authorised signatory for orders and staff timesheets to an agreed level of delegation.

Work Environment

- Great importance must be placed on assisting to provide a high-quality environment for children, staff, parents/carers and visitors
- The Kindergarten Deputy Manager will need to demonstrate flexibility and good time management in order to help meet the planned needs of children and families and any anticipated demands that might be reasonably foreseen.
- The work requires normal physical effort. It may occasionally involve lifting and handling of training equipment, play equipment and other resources and to be involved in practical activities and physical care of young children.
- The Kindergarten Deputy Manager is mainly Kindergarten based but will be expected to attend meetings & training in other places.

Other Duties

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

Working with the local Primary School: the role will include working in partnership with the Headteacher and Early Years Team of the local primary school and other feeder settings and schools

Equal Opportunities: The post holder must carry out his/her duties with full regard to the setting's equal opportunities policy

Health and Safety: The post holder must carry out his/her duties with full regard to the setting's Health and Safety procedures.
