



# Little Gillies Daycare

Polka Road,  
Wells-Next-The-Sea,  
Norfolk, NR23 1JG

Little Gillies - Charitable Incorporated Organisation – Registered in England No: 1204377

## **Job Description Deputy Manager**

### **Reporting to: Manager and Trustees**

Refer to individual Employment contracts for details of salary, working hours, holiday entitlement etc.

**Little Gillies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

### **Key Responsibilities:**

- Adhere to the requirements of the Statutory Framework for the Early Years Foundation Stage, Ofsted and Local Authority.
- To deliver a high standard of learning, development and care for children aged 0-3 years.
- To supervise and appraise nursery staff as directed
- Adhere to the settings code of conduct.
- Work closely with the manager and be able to take control when the manager is absent.
- To be responsible for any tasks delegated by the Nursery Manager
- Attend and deliver some staff meetings.
- The Deputy Manager must at all times ensure the safety, care, welfare and happiness of the children in the Nursery.
- They must ensure all children have access to resources, equipment, activities and learning opportunities to reach their full development and potential.
- Prepare and fully set out a stimulating and attractive childcare environment prior to the arrival of the children, according to plans and ensure health and safety is maintained, and tidy away after their departure. Ensure rooms are left clean and tidy at the end of each day.
- Have day-to-day responsibility for health and safety and the care of the children in your designated room within the setting. You will be required to deputise for the manager when they are absent.
- Ensure confidentiality with regard to the staff, parents and children is adhered to at all times
- Be aware of the staff team including assistants, volunteers and students on a day-to-day basis to ensure high standards are constantly achieved.
- Work with the staff within your designated room, in such a way as to offer the children high quality care, education, attention, stimulation and support as outlined in the EYFS document.
- Work in conjunction with the Manager and Early Years Team to plan a high-quality curriculum that meets relevant legislation and the children's individual needs. Providing an environment that is warm, secure and welcoming ensuring that the children and families using the setting receive the highest standards of learning care and development in early years provision.
- Act as a key worker/person to a group of children in your room.
- Have a high awareness of the setting's policies and procedures and ensure these are carried through by you during everyday tasks. Helping to review when needed.
- Understand and adhere to the settings safeguarding policies and procedures to keep children safe and secure and ensure others at the setting are adhering to the policy.

- Being a safeguarding lead and reporting concerns and documenting.
- Ensure the needs of Special Educational Needs (SEN) children are met in conjunction with the settings SENCO.
- To developing partnerships with parents/carers to increase involvement in their child's development
- Ensure non-discriminatory behaviour and equality is maintained within the day care environment and promotes diversity and that the settings equal opportunity policy is adhered to at all times.

## **Main Tasks:**

### Team Contribution

- Contribute effectively to the team maintaining a high level of communication throughout the whole nursery.
- Demonstrate a flexible approach to day-to-day duties to ensure smooth running and operation of the setting.
- To work as an effective part of the team ensuring you maintain good morale, positively promoting a team approach within the setting, this leading to a high reputation both in and outside of the setting. Working closely with the manager.
- To work as a team with all staff members in daily activities and development through leading by example.
- To support students and volunteers.

### Nursery Communication

- To maintain a good level of communication, both with the manager team and the staff within your room, on everyday occurrences within the setting.
- Communicate with trustees.

### Child and Parent Care

- To ensure that you are communicating at an appropriate level with the children in your care during play and mealtimes.
- Ensure the children are tidy, happy and ready for their parents or carers to take home at the end of their session and to communicate with parents about their child's day and any concerns you have.
- To be open and welcoming to all parents and children and ready to answer questions or concerns when required ensuring confidentiality is maintained.
- Encourage parents/carers to participate in their child's progress and development and contribute to their child's Learning Stories.
- Liaise closely with parents and carers, informing them about the childcare provision, curriculum, exchanging information about children's progress, encouraging parental involvement.
- Attend Parent /Practitioner interviews and encourage our partnership with parents.
- Be responsible for ensuring parents are aware of health issues, illness and infectious periods, reminding parents of our policy rules on sickness and diarrhoea. Reporting appropriately to RIDDOR and local Health Departments as necessary.
- Liaise with parents/carers and staff to ensure that all children have equal opportunities and experiences within the setting, while being aware of individual needs.
- To encourage parents to be involved in our committee and fund-raising activities.

### Administration and Planning

- Have responsibility as a Key Person for a group of children and their families.
- Create positive working relationships and partnerships with our parents and to promote parental involvement.
- Ensure weekly, monthly and long-term planning sheets are completed and evaluated.
- Ensure regular observations are carried out of your key children to inform your planning and to ensure that any concerns are raised at the earliest opportunities.

- Ensuring staff are following the plans and are contributing accordingly.
- Through observation and planning opportunities ensure that you have sound knowledge of each of your key children's starting points and that you extend and support their learning in order for them to reach their full potential.
- Work in partnership with the setting special educational needs coordinator (SENCO) and other professionals and agencies.
- Demonstrate good practice in supporting children with additional needs and inclusion.
- Ensure that you keep updated and accurate Learning Stories for each Key child, have them available for viewing by parents at all times and are used as a basis for planning.
- Be prepared to undergo continuous training to keep acquainted with the latest developments in early years. Willingness to Progress to Early Years Professional Status would be desirable.
- You must maintain a well organised filing system ensuring information is easily accessible and that confidential papers are locked away, so they are only assessable by authorised staff.
- The following records need to be maintained:
  - Daily register of attendance.
  - Daily environment safety checks.
  - Accident/incident forms.
  - Injury awareness forms.
  - Medicine consent forms.
  - S.E.N register.
  - Learning Stories and Individual Education Plans (IEP) are to be completed accurately by all staff.
  - Observations are regularly undertaken, assessed and future aims set to inform planning.

**You must ensure that all these records are accurately completed by you and are subject to spot checks by the management team.**

- Ensure the following are regularly updated:
  - Key Person list
  - Emergency Contact File
  - Children's allergies and dietary requirements
  - Consent Forms
  - Adding tapestry information
- Participate in local visits or outings.
- Help during fund raising activities.

### Health and Safety

- Ensure a high level of personal hygiene is maintained and encouraged with the children.
- Ensure toys and equipment is looked after, stored safely and correctly. Regularly clean and sterilise equipment and toys, recording information as evidence.
- Provide a safe environment for children and adults within the day care setting by ensuring that:
  - Child:Adult ratios are maintained at all times.
  - Equipment is well maintained at all times.
  - Safety and security procedures for fire drills, arrivals, departures and during the session itself are enforced.
  - Children are supervised at all times.
  - Children who have wet, or soiled clothing are changed immediately.
  - Any safety issues are dealt with right away.
- To complete and implement Risk Assessments for all activities undertaken, ensure all staff is aware of them and act upon any recommendations given.
- Ensure that you are fully aware of all emergency and security procedures e.g. registering children, collection policy and emergency evacuation procedures.
- Report any safeguarding concerns about any adult working in the setting to the manager following the settings policy and procedures regarding whistle blowing. Follow protocol for our safeguarding policy.

- Report all maintenance requirements to manager to ensure their immediate attention.

This job description is not meant to be exhaustive. The post holder will be expected to adopt a flexible attitude towards the duties outlined which may be subject to adjustment at any time in consultation with the post holder and in line with the settings needs.

### **Qualifications Required**

You must be suitably qualified and certified to hold the appointment and should be able to undertake the duties that have been detailed above with ease, the following qualifications are required:

#### **Essential:**

- NVQ Level 2/3 Qualification or equivalent.
- SEN, First Aid and Child Protection trained.
- Safeguarding lead trained.

The post holder will be enhanced disclosure cleared through the DBS and will be required to join the update system. A record of the disclosure reference number should be kept in secure records for Ofsted Inspections.

Signature of Employee ..... Date .....

Signature of Manager ..... Date .....

### **Person Specification for Deputy Manager**

#### **Essential**

- NVQ Level 2/3 or above childcare qualification.
- Experience of working with 0-3 years in a high-quality Early Years Setting.
- Knowledge of the Early Years Foundation Stage curriculum and planning.
- Reliable member of the team.
- Work closely with the manager
- Ability to lead and manage a team when necessary.
- Able to develop positive relationships with colleagues, parents, children and outside agencies
- Experience with working with children with special needs.
- Excellent communication skills.
- High level of initiative and flexibility.
- An enthusiasm and passion for working with children
- A willingness to train and develop professionally. Preferable to Early Years Professional Status.
- Knowledge of child protection procedures.
- Ensure that equal opportunities are adhered to at all times.
- Knowledge of Health and Safety issues.

#### **Desirable**

- Previous supervisory experience.
- Administrative and I.T. skills.
- First aid certificate.
- Food hygiene certificate.
- Child protection certificate.