**Pre-school Deputy Manager**

**Launchpad: Boldre**

1. **Introduction**

Winchester Social Enterprise (part of the Diocese of Winchester) is setting up a new group of pre-school settings called ‘Launchpad Early Years’, committed to the highest standards of education with a broad Christian ethos and a connection with the local parish. At Boldre, this will be based initially in a classroom at William Gilpin School, while a new purpose built setting is constructed in the grounds of the school, subject to planning permission etc.

The pre-school will offer the highest standards of care and play opportunities to children aged 2 to 5 years of age, (and also 5 to 11 year olds in the After School Club).

The core requirements for a new manager to help develop the pre-school are:

* Support the manager and WSE develop the setting
* Experience of managing a setting as a deputy or senior Early Years Practitioner
* Understanding and knowledge of the requirements of Early Years Foundation Stage, Ofsted and Local Authority requirements.
* Full Time (35 hrs/week) term time 8 - 6pm.
* Level 3 qualification in Early Years – desirable and Level 4 Safeguarding essential
* Enhanced DBS check and Disclosure required.

1. **Launchpad Pre-School Deputy Manager – Job Description**

Location: Launchpad Boldre will be the primary place of work (at William Gilpin C of E Primary School)

Responsible To: Launchpad Network Coordinator and WSE Board

Responsible For: Deputising for Manager in their absence, Practitioners and After School Club staff, Cleaning Staff, Handyman, Students and Volunteers.

Liaising With: Launchpad Network Coordinator, Ofsted Inspectors, Early Years Development Officers, EHO Inspectors, Health & Safety Inspectors, Doctors, Health Visitors, other Childcare Professionals and external agencies.

**Key Responsibilities:**

• To manage the provision of the Pre-school and After School Club as Deputy when Manager off site ensuring that children, parents and the staff team work together to provide high quality childcare.

• To manage a staff team effectively.

• To agree and set Pre-school and After School Club goals and monitor the achievement of progress against targets with Manager.

• To monitor and assess the quality of provision ensuring that policies and procedures, best practice and standards are maintained with manager

**Operational Responsibilities**

• To be responsible for the day-to-day running of the Pre-school and After School Club, ensuring compliance with registration and legislative requirements at all times.

• To ensure that the Pre-school and After School Club conform to and exceed the requirements of Ofsted.

• To ensure that the Pre-school and After School Club consistently meet the requirements set out in the Early Years Foundation Stage to a minimum good standard.

• To uphold and ensure a high standard of care throughout the Pre-school and After School Club.

• To implement and maintain WSE’s Equality policy ensuring that children, parents and the staff team are valued and practice is positive and non-discriminatory.

• To monitor any safeguarding issues following WSE and local authority procedures.

• To give feedback to the manager and the Launchpad Network Coordinator about the Pre-school and After School Club including any complaints received or any situation that may be detrimental to the organisation.

• To help prepare the Pre-school and After School Club for Ofsted inspections and action any recommendations made by the inspector ensuring a minimum good grade is awarded.

**Individual Accountability**

• To communicate effectively with all members of staff and be professional at all times.

• To work within the boundaries of confidentiality, respecting information pertaining to children, parents and staff.

• To manage own time to complete tasks effectively, prioritising workload and delegating tasks to staff team. Monitor and evaluate progress of delegated tasks, providing constructive feedback.

• To contribute to and participate in the development of new ideas.

• To keep up to date on all current childcare issues.

• To take part in regular meetings with the Launchpad Network Coordinator, updating on Pre-school and After School Club developments, implementing standards, policies and procedures, and highlighting areas of concern, and planned timetables for work.

• To be a key holder for the Pre-school and After School Club.

**Personnel**

• To be accountable for staffing within the Pre-school and After School Club, ensuring that appropriate ratios of qualified to unqualified staff and children to staff are managed and maintained

• To establish good professional relationships with colleagues working in other nurseries.

**Finance and Administration**

• To prepare reports as necessary, including statistical analysis of occupancy and financial reports.

• To maintain children’s records to a high standard with due regard to confidentiality and GDPR.

• To observe children through play to identify their individual needs and monthly aims.

• To assist staff in the carrying out observations and evaluations of children’s activities.

• To maintain personal contact with parents through meetings, parents evenings, open days and informal conversations.

• To ensure that all parents are fully informed about the Pre-school and After School Club and that new parents are welcomed appropriately giving due regard to their concerns and questions.

• To communicate effectively with parents through a monthly newsletter informing of Pre-school and After School Club activities and developments.

**Training and Development**

• To be professional, polite and positive in all verbal and non-verbal interactions with staff, parents and children at all times.

• Through regular supervisions, to identify individual and Pre-school and After School Club development needs ensuring these needs are met through appropriate training.

• To ensure that trainee staff have experience with different age groups and that appropriate learning objectives are assessed and evaluated accordingly.

• To ensure that areas for development on Individual Development Plans are worked towards at all times.

**Health & Safety**

• To ensure that the physical environment of the Pre-school and After School Club is maintained to comply with the requirements of the Health & Safety at Work legislation.

• To ensure that daily Health & Safety checks are carried out.

• To be aware of and comply with EHO and COSHH regulations.

• To have clear knowledge of procedures to be followed in case of emergency e.g. Fire, and accident, completing and submitting relevant paperwork.

• To oversee all medication administration within the Pre-school and After School Club following medication policy.

• To operate high standards of cleanliness and hygiene within the Pre-school and After School Club.

• To ensure that staff carry out appropriate indoor and outdoor equipment checks, checking the garden before each use.

• To ensure the Pre-school and After School Club is kept clean and hygienic at all times and to carry out minor cleaning duties throughout the day following the Environment Cleaning Policy.

• To ensure that staff carry out regular cleaning of equipment and that it is recorded accurately.

• To lock-up ensuring that the Pre-school and After School Club is safely secured and alarmed.

• To ensure that equipment and resources used are of suitable design and condition, well maintained and conform to safety standards.

**Other**

The postholder will need to have sympathy for the aims and objects of the Church of England and to be happy to support the Christian ethos of the setting with support from appropriate diocesan staff (e.g. specialist advisers from the Diocesan Board of Education).

This Job Description is not intended to be an exhaustive list of all the activities the jobholder would be expected to undertake. The post holder is required to comply with all Pre-school and After School Club policies and procedures and to meet his/her responsibilities under the Health & Safety at Work legislation.

This Job Description will be subject to review and change in light of future developments. The post holder will be actively involved in the review with the Launchpad Network Coordinator.

Applications are welcome from all sections of the community. Further details and application form available from [recruitment@launchpads.org.uk](mailto:recruitment@launchpads.org.uk)

1. **Person Specification**

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| --- | --- | --- | --- | --- |
| **Ability/Skill** | **To Do What** | | **How Well?**  **Now or With Training** | **How Important at Time of Appointment**  **5 Important**  **1 with training** |
| Qualification in Early Years /Childcare or equivalent  Experience of working children under 5 years of age  Knowledge of the Early Years Foundation Stage  Experience as a Deputy or Senior Practitioner Early Years and After School Clubs | To have an understanding of the skills and knowledge required for working with the under 5s  To have an understanding of the skills and knowledge required for working with school age children within an after school club setting term time and school holiday clubs. | | Minimum requirement of an Early Years /Childcare NVQ level 3 qualifications or equivalent.  Level 4 Safeguarding essential | 5  5 |
| Liaising With Manager to support : Ofsted Inspectors, Early Years Development Officers, EHO Inspectors, Health & Safety Inspectors, Doctors, Health Visitors, other Childcare Professionals and external agencies. | To be able to support the manager to complete Ofsted evaluation documents, Early Years funding paperwork and HCC termly reports | | Working towards | 3 |
| Ability to work in partnership with families from a diverse community | To work effectively with other agencies, parent/carers and volunteers  To promote participation and ensure parental involvement  To promote good working practices, i.e. confidentiality | | Immediate | 5 |
| Understanding of the needs and rights of children under 5 years of age within the Pre-school and 5 to 11 years within the After School club. | To provide and promote a safe, stimulating and secure play, early education and care environment | | Immediate with ongoing training under supervision | 5 |
| Interpersonal skills | To demonstrate sensitivity and a common sense approach to all aspects of your work | | Immediate | 5 |
| Communication skills, both oral and written | To be able to communicate verbally and in writing with children, parent/carers and colleagues.  To complete written observations, accident reports and planning sheets | | Immediate | 5 |
| Ability to understand the needs of diverse communities and the barriers that prevent inclusion  Understanding and awareness of safeguarding procedures | The post holder must have the ability to understand the needs of a local community and be prepared to implement the Equal Opportunities Policies at a level appropriate to the job and must at all times carry out their responsibilities with due regard to these policies.  To be able to keep children and vulnerable adults safe, and to be able to recognise issues and signs and symptoms which may cause concerns | | Awareness now  Awareness now  Immediate  Level 4 qualification essential | 4  4 |
| Ability to organise travel within rural community with no public transport | To travel to Launchpad Meetings , as needed, and to attend training opportunities | | Immediate | 5 |
|  | |  | | | |

This post comes with a stakeholder pension provided by People’s Pension