

## 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 opened in November 2019 and is based initially in a classroom at William Gilpin School.

The pre-school aims to offer the highest standards of care and play opportunities to children aged 2 to 5 years of age.

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

- Support the manager and WSE to 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.
- Up to 37.5 hrs/week, term time, (8.30-3.15pm initially, possibly 4.30pm in due course).
- Level 3 qualification in Early Years
- Level 4 Safeguarding
- Enhanced DBS check and Disclosure required.

### 2. 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, 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 as well as parents and school staff.

#### Key Responsibilities:

- To manage the provision of the Pre-school as Deputy when Manager is 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 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, ensuring compliance with registration and legislative requirements at all times.
- To ensure that the Pre-school conforms to and exceeds the requirements of Ofsted.
- To ensure that the Pre-school consistently meets 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.
- 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 including any complaints received or any situation that may be detrimental to the organisation.
- To help prepare the Pre-school 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 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.

### **Personnel**

- To be accountable for staffing within the Pre-school, 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 that new parents are welcomed appropriately giving due regard to their concerns and questions.
- To communicate effectively with parents through regular updates informing them of Pre-school 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 development requirements ensuring these 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 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 following medication policy.
- To operate high standards of cleanliness and hygiene within the Pre-school.
- To ensure that staff carry out appropriate indoor and outdoor equipment checks, checking the garden before each use.
- To ensure the Pre-school 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 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 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 manager / 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)

### 3. Person Specification

Ability/Skill	To Do What	How Well? Now or With Training	How Important at Time of Appointment 5 Important 1 with training
<p>Qualification in Early Years /Childcare or equivalent</p> <p>Experience of working children under 5 years of age</p> <p>Knowledge of the Early Years Foundation Stage</p> <p>Experience as a Deputy or Senior Practitioner Early Years</p>	<p>To have an understanding of the skills and knowledge required for working with the under 5s</p>	<p>Minimum requirement of an Early Years /Childcare NVQ level 3 qualifications or equivalent.</p> <p>Level 4 Safeguarding essential</p>	<p>5</p> <p>5</p>
<p>Liaising With Manager to support: Ofsted Inspectors, Early Years Development Officers, EHO Inspectors, Health &amp; Safety Inspectors, Doctors, Health Visitors, other Childcare Professionals and external agencies.</p>	<p>To be able to support the manager to complete Ofsted evaluation documents, Early Years funding paperwork and HCC termly reports</p>	<p>Working towards</p>	<p>3</p>
<p>Ability to work in partnership with families from a diverse community</p>	<p>To work effectively with other agencies, parent/carers and volunteers</p> <p>To promote participation and ensure parental involvement</p> <p>To promote good working practices, i.e. confidentiality</p>	<p>Immediate</p>	<p>5</p>
<p>Understanding of the needs and rights of children under 5 years of age within the Pre-school.</p>	<p>To provide and promote a safe, stimulating and secure play, early education and care environment</p>	<p>Immediate with ongoing training under supervision</p>	<p>5</p>
<p>Interpersonal skills</p>	<p>To demonstrate sensitivity and a common sense approach to all aspects of your work</p>	<p>Immediate</p>	<p>5</p>

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	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.	Awareness now	4
Understanding and awareness of safeguarding procedures	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	Immediate  Level 4 qualification essential	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 The People's Pension.