



JOB DESCRIPTION

Job Title:	Deputy Manager
Rate of Pay:	To be discussed at interview
Hours of work:	To be discussed at interview
Days required for work:	To be confirmed at the interview
Place of work:	Twiggs Lane Pre-School, Marchwood
Reporting to:	The Pre-School Manager
Qualification Required:	Minimum CACHE level 3 or above Minimum 2 years experience within a senior role

Purpose of the job

- to assist in the day to day running of the Pre-school
- to provide a stimulating and varied programme of play and learning opportunities
- to ensure the safety and well-being of the children
- to undertake a key person role with specific children, work as part of the team and assist the manager

Main duties and tasks:

- to assist in the setting up and clearing away of all activities and equipment
- to ensure high standards of hygiene and safety are maintained at all times
- to ensure that any information received concerning the children is kept confidential at all times
- to work as a key person, liaising closely with families ensuring all children's individual needs are recognised and met.
- to actively encourage children's progress in all areas of development, types and stages of play, by interaction and extension of play activities
- to attend staff meetings and training as requested
- to support the work and beliefs of the Pre-school by helping to create an environment that promotes open and equal opportunities for children and adults
- to work as part of team and support colleagues
- to encourage the participation and involvement of all parents of children attending the Pre-school
- to be flexible with the working practices of the Pre-school
- to be prepared to help when the Pre-school may be short staffed or with domestic duties, or other duties as specified by the Pre-school Manager
- to assist the team and manager in planning and implementing long and short term planning and activities



- to support the manager in their Designated Safeguarding Officer role, with potential to become the Deputy Safeguarding Officer
- in the absence of the manager you will be required take over full responsibility of the manager