



Job Description – Pre-School Deputy Manager

Main Responsibilities

- To deliver a high standard of teaching and care for children aged 0-4 years.
- To deputise for the Pre- School Manager
- To organise invoices to be sent
- To oversee the planning of provision and daily activities
- To ensure that the Pre-School is a safe environment for children, staff and visitors
- To develop partnerships with parents/carers to increase involvement in their child's development
- Supervise, support, lead and motivate the team to build an enriching and stimulating environment for the children to support their development
- To be responsible for other tasks delegated by the Pre-School Manager

Activities

- To provide a safe, stimulating and caring environment both indoors and outdoors at all times.
- To deliver an appropriate play-based curriculum enriched with stories, songs and rhymes to ensure that children make individual progress.
- Support staff in their development.
- To adhere to school policies and procedures, including how to manage child protection and safeguarding concerns, incidents, accidents, complaints and emergencies.
- To complete 2 year checks in person with the parent/carer
- To be a key person for a group of children.
- To carry out parents' evenings for your key children and write written reports at the end of the year
- To ensure that records are maintained effectively
- To liaise with parents/carers, completing newsletters as directed by the pre-school manager.
- To work in partnership with the EYFS leader in school to update and review the self-evaluation and improvement plan
- Maintain good order and discipline with the children in accordance with the Pre-school behaviour policy
- Liaise with the Pre-School manager regarding SEND concerns and complete target setting for key children.

General Professional Duties

- carry out particular duties as may reasonably be assigned to you by the senior leaders commensurate with your role
- contribute to the overall life and work of the school
- consistently follow and promote school policies and protocols

Person Specification for the Deputy Manager

Key factors	Essential	Desirable / willing to complete
Education and Qualifications	Level 3	Food Hygiene certificate Paediatric first aid
Experience	Excellent working knowledge of the EYFS and current Ofsted Guidance Knowledge and proven practical experience of implementing good quality learning opportunities Experience of supporting pupils with SEND	At least two or more years relevant experience Speech and language support for children
Skills and Attributes	Empathy and understanding of children under 5 Excellent verbal and communication skills with children and parents Ability to write reports and keep clear and accurate records Excellent organisational skills Administrative / good IT skills Calm and caring nature Ability to work as part of a team Able to work on own initiative	
Personal Qualities	Reliable, enthusiastic and flexible A commitment to quality in all areas High level of motivation and enthusiasm A creative thinker Good sense of humour!	