|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | Hampton-in-Arden Preschool  **Job Description** | | |
| **Post Title:** | | | Temporary Deputy Manager (Maternity Cover) | | |
| **Responsible to:** | | | Preschool Manager | | |
| **1.** | **LOCATION** | | | | |
| Hampton-in-Arden Preschool, Scout & Guide HQ, Shadowbrook Lane, Solihull, B92 0DQ | | | | | |
| **2.** | **JOB PURPOSE** | | | | |
| * To be responsible for supporting the manager in the day-to-day running of the Preschool by working in partnership with parents, staff and other professionals to ensure high quality provision that meets the needs of each child on a day-to-day basis. * To ensure total compliance with preschool policies and procedures and national requirements. * To contribute to the preschool’s weekly and long-term planning. * To act as Manager in the Manager’s or other Deputy Manager’s absence. | | | | | |
| **3.** | **RESPONSIBILITIES** | | | | |
| **3.1** | **WORK** | | | | |
| * Apply the principles and content of the Statutory Framework for the Early Years Foundation Stage (EYFS). * Contribute to the planning, assessment and implementation of the Statutory Framework for the EYFS statutory learning and development requirements and practice guidance. * Have high expectations of all children, and be committed to inclusive practice; promote equality of opportunity and Statutory Framework for the EYFS statutory welfare requirements. * Employ practices that promote children’s health, safety and physical, mental and emotional wellbeing by creating a caring, homely atmosphere and a secure and purposeful environment. * Support the management in providing balanced and flexible daily routines, both indoor and outdoor, which meet individual children’s diverse needs. * Work with the management and SENDCo to ensure children whose progress or development is causing concern are supported and, if required, work with parents, voluntary and statutory agencies and other professionals. * Support, inform, respect and involve parents formally and informally in their child’s care, wellbeing, development and learning, both at home and in the setting. * Ensure policies and procedures are adhered to at all times and support the Manager in regularly reviewing and updating all policies and procedures. * Report immediately to the Manager any potential or actual concerns, complaints, injuries or accidents leading to medical treatment, hospitalisation, or any other incidents relating to parents, staff or children. * Undertake relevant training including Child Protection and Safeguarding, First Aid and other training as required. * Attend and contribute to team meetings. * Carry out some light administration duties out of Preschool hours when required. * Carry out any other reasonable duties related to the role in agreement with the management. | | | | | |
| **3.2** | **PEOPLE** | | | | |
| * Assist the Manager in the supervision and development of the staff team, particularly in the Manager’s absence. | | | | | |
| **3.3** | **SAFEGUARDING** | | | | |
| * Hampton-in-Arden Preschool is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom they are responsible or come into contact with. | | | | | |
| **3.** | **RESPONSIBILITIES cont’d** | | | | |
| **3.4** | **BUILDING & EQUIPMENT** | | | | |
| * To be responsible for carrying out risk assessments of the building and equipment used by Preschool to ensure the health, safety and wellbeing of all children and adults at all times. | | | | | |
| **4** | **SPECIAL CONDITIONS OF EMPLOYMENT** | | | | |
| **4.1** | **NO SMOKING POLICY** | | | | |
| * Hampton-in-Arden Preschool operates a ‘No Smoking’ policy. As such, the post holder is required to refrain from smoking in or around the workplace for the duration of the working day. | | | | | |
| **4.2** | **TRAINING AND DEVELOPMENT** | | | | |
| * Hampton-in-Arden Preschool is committed to the personal and organisational development of the individual. * The post holder will be encouraged to contribute to identification of and to meet job-related development needs. | | | | | |
|  | | | | | |
| **Staff signature:** | |  | |  |  |
| **Print name:** | |  | | **Date:** |  |
|  | |  | |  |  |
| **Manager’s signature:** | |  | |  |  |
| **Print name:** | |  | | **Date:** |  |