



### Job description:

<b>Job Title</b>	Deputy Manager
<b>Responsible to</b>	Preschool Manager
<b>Responsible for</b>	Practitioners in Managers absence
<b>Purpose of job</b>	To work as part of the preschool team under the direction of the Preschool manager to provide high quality care and education in a safe environment.

### Hours of work

Monday to Friday 8.30 to 4.00 with 30 minutes for lunch, term time.

Note: Normal hours quoted above may be varied to meet the changing needs of the employer.

### Main Duties:

- To act as preschool Manager in their absence.
- Promote a good working atmosphere.
- Recognise the different abilities of the staff
- To support staff and help them reach their full potential.
- Supervise staff and support their well-being.
- Maintain good communications with the manager and other staff
- To work with and alongside the manager to ensure the smooth running of the session
- To help maintain the register, ratio and deployment of staff, meeting the needs of the children.
- To act as key person to children and their families
- To visit children and their families in their homes, prior to their admission to preschool.
- To liaise closely with parents/carers, informing them about the preschool and its curriculum.
- To exchange information with your key families about their child's progress and parental involvement.
- To work with the team to plan the curriculum; which will ensure that each child will reach their full potential. To teach children, offering an appropriate level of support and stimulation.
- To observe, record and assess children 's learning and development.
- To help set up the activities, to tidy away and to ensure the room is comfortable, safe and secure for the children.
- To have regard for health and safety and to contribute to risk assessments and daily checks. To inform the manager of any issues regarding the safety of the equipment.
- To have full knowledge of and strictly adhere to the Fire Drill Procedures.
- To advise the manager of any concerns regarding children or adults, preserving confidentiality at all times.
- To contribute to and to implement all preschool policies and procedures.
- To adhere to equal opportunities, ensuring each child's individual needs are recognised and met.
- To attend mandatory training for safeguarding children. To report any concerns or incidences to the manager
- To work as part of a team and to attend staff meetings.
- To attend training courses and meetings as necessary.
- To keep completely confidential any information regarding the children, their families or other staff.
- Be willing to attend any in-house or external training sessions.