

Job Profile

Early Years Deputy Manager/Room Leader

Level 4

Job purpose:	<p>To manage high quality out of school provision for children aged up to 2 - 5 years in line with current legislation and local initiatives.</p> <p>The post holder will act as a key worker for children within the setting.</p> <p>If required to deputise for the Childcare Manager/senior childcare staff in their absence</p>		
Reporting to:	Headteacher, Nursery Manager		
Responsible for - Staff	Supervision of room/play leaders, play/childcare workers		
Liaising with:	Children, parents/carers other members of staff/Other agencies		
Grade of post:	G5	Gauge ref:	A23514
Disclosure level:	Enhanced		

Key Responsibilities	
<ul style="list-style-type: none"> • In the absence of the manger to be responsible for the day to day management of the setting, including supervision of children and staff • To implement agreed work programmes with individuals or groups of children, maintaining good order and adhering to all health and safety legislation. • To establish an appropriate play and learning environment. • To act as the settings SENCo. • To provide personal care and respond to hygiene needs if required. • To be responsible for the preparation and maintenance of equipment and materials necessary for the relevant activity • To establish constructive relationships with children, interacting with them according to their individual needs. • To monitor children's responses to learning activities, record progress and achievement and update records. • To promote inclusion and acceptance of all children. • To administer first aid if required • To comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting any concerns to the Senior management and to complete all necessary paperwork as necessary. • To work in partnership with parent/carers, school staff and other professionals • To attend and participate in meetings with parents/carers, managers and other staff. • To assist with day to day administration, record keeping and ordering and purchasing of relevant stocks • Deputy Designated Lead 	

Other Specific Duties
<p>To carry out the duties in the most effective, efficient and economic manner available.</p> <p>To continue personal development in the relevant area.</p> <p>To participate in the staff review and development appraisal process.</p> <p>Health and Safety Training</p> <p>To undertake Health and Safety Training on areas within your area of work.</p>

Person Specification / Selection Criteria **Early Years Deputy Manager/Room Leader** **Level 4**

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working with children, young people and families in a formal childcare setting.	E		A, I, R
Experience of staff recruitment and staff supervision		D	A,I
Experience of financial monitoring		D	A, I
Experience of planning and assessing children's progress in accordance with the EYFS	E		A, I
Experience of working with Ofsted during the inspection process	E		A, I

B. Training and Qualifications

	Essential	Desirable	Source
NVQ level 3 in play work/childcare/ or equivalent teaching assistant qualification	E		A, I
NVQ level 4 in Childcare and Education		D	A,I,
2 GCSE's A-C or equivalent preferably in English Language and Mathematics		D	A,I,
Commitment to undertake further relevant training	E	D	A, I
First Aid Certificate (paediatric) or willingness to undertake	E		A, I
Basic Food Hygiene Certificate or equivalent or willingness to undertake	E		A, I
NEBS/ILM or equivalent level of experience		D	A, I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of current Government legislation relating to early years and childcare.	E		A, I
Knowledge of relevant legislation, current policies and codes of practice	E		A, I
Knowledge and understanding of equality and diversity	E		A, I

Knowledge and understanding of safeguarding, health, safety and security, confidentiality and data protection	E		A, I
Understanding of child development and learning	E		A, I
Understanding of Health and Safety	E		A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to communicate with and relate well to children and adults	E		A, I
Ability to work under supervision and as a team member	E		A, I
Ability to liaise and work with outside agencies	E		A, I
Effective record keeping and report writing skills	E		A, I
Ability to facilitate meetings		D	
Ability to supervise staff		D	
Ability to work in accordance with the school's health and safety policies	E		A, I
Ability to deal with minor injuries		D	A, I
Ability to prepare simple snacks and/or meals	E		A, I
Ability to use IT to support learning	E		A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I