

**Star Primary School**

Star Lane, Canning Town, London, E16 4NH

Tel: 020 7476 5336

Website: www.star.newham.sch.uk

**Job Title : Deputy Day Care Manager**

**Salary £24,134.59 - £25,010.97 pro-rata**

To provide professional deputy leadership and management for a team of early years practitioners in a day care setting. This will include the effective management of the day-to-day operation of the nursery to ensure the delivery of the highest standards of care and education in accordance with the EYFS. Lead staff in encouraging children to participate in the social and academic life of day care to help enable them all to become more independent learners and help to raise their standards of achievement. All day care staff will act as a key worker for small groups of children ensuring they have equal opportunities to learn and develop.

**Purpose of post**

* To work under the direction of the Manager and deputise for her as and when required.
* To ensure all children are safeguarded and their welfare and safety is promoted.
* To support the aims and objectives of the Day Care and assist the Manager in the organisation of a high-quality establishment for children from birth to 3 years.
* To provide high standards of care and early learning – to include the monitoring and review of provision, this includes providing a safe, caring environment to enable the personal, emotional, social and educational development of children, through individual attention and group activities.
* To support the team in order to provide an enabling environment in which all individual children can play, learn and develop
* To direct and support staff as agreed by the Manager.

**Responsible to:** Day Care Manager, The EYFS Assistant Head Teacher, the Deputy Head Teachers and the Head Teacher.

**Equal Opportunities:**

The Council has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

**Main duties**

* To promote the aims and objectives of the Day Care Provision.
* To promote the high standards of the Day Care provision at all times to parents, staff and visitors.
* To ensure the provision enables children to learn and develop according to their level of development and individual needs.
* Ensure that the prime areas of learning are promoted through developmentally appropriate activities and an enabling environment.
* To be responsible for leading a key group and to undertake a room leader role.
* To follow the Day Care safeguarding procedure to ensure all children are kept safe, well and secure and ensure all team members are able to do the same.
* To ensure high standards of hygiene and cleanliness are maintained at all times.
* To ensure the provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history.
* Support all team members with the early identification and intervention for children with possible
* special needs and give physical, emotional, intellectual guidance as appropriate.
* To ensure confidentiality of all information received and shared.
* Liaise with parents, other family members and staff to help ensure that the particular needs of children are met and that parental choice is considered in terms of care given.
* To liaise with outside agencies as required.
* Maintaining staff awareness of the fire evacuation procedures in accordance with the code of practice.

**Other key duties**

* To assist the Manager in showing parents around the Day Care Provision facilities and sending out information.
* To assist the Manager in setting and implementing objectives and policy for the Day Care Provision.
* To assist with the planning and organisation of staffing schedules and holiday rotas to ensure adequate staffing levels are maintained in accordance with Ofsted.
* To assist with the implementation of administrative procedures involved with registration, place allocation, and other related matters.
* To assist with the development and implementation of systems to monitor and record child development.
* To assist with the preparation and maintenance of materials and equipment.
* To be responsible for the health and safety standards appropriate for the needs of young children and ensuring staff compliance and awareness.
* To assist with staff development and training.
* To support the effective interview and selection process as required.
* To fully support the induction of new team members.
* To assist the manager with target setting and day care operations as deemed appropriate by the manager.
* To deputise for the Manager in his/her absence
* To undertake such other duties and responsibilities of an equivalent nature as may be determined from time-to-time by the Manager.

**The duties and responsibilities in this job description are not exhaustive or restrictive, changes and other duties relevant to this post may be added. This job description may be reviewed in the future**.

**YOU ARE ADVISED TO READ THE FOLLOWING NOTE CAREFULLY**

The requirements listed below are all essential to the job, so you must show how you meet all of them. Where application form is shown as a method of assessment, you must show on the form how you fulfil the criteria, even if other methods of assessment are shown. If you do not, you will not be shortlisted. Rather than simply repeating your career history, look at the skills and experiences required by the job and provide evidence that you possess them, by giving specific examples.

Please read the guidance notes that accompany the application form carefully, as the decision to shortlist you

for the interview will be based solely on the information you provide on your application form.

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| ESSENTIAL REQUIREMENTS | METHOD OF ASSESSMENT |
| 1. Recognised childcare qualification (including NNEB, B/TEC CC, CSS (Childcare and NVQ Childcare and Education Level 3). | Application form and Documentation |
| EXPERIENCE |  |
| 2. Experience of working with children aged 0-5’s | Application form and Interview |
| 3. Experience of working with children who have SEND. | Application form and Interview |
| 4. Experience of working with parents and carers. | Application form and Interview |
| KNOWLEDGE |  |
| 5. Secure knowledge of the Early Years Foundation Stage curriculum | Application form and Interview |
| 6. Commitment to develop partnerships with parents and carers and to anti-discriminatory practice. | Application form and Interview |
| 7. Sound knowledge of caring for the under-fives. Including knowledge of the special needs of children with disabilities and the ability to identify children at risk. | Application form and Interview |
| 8. Knowledge and understanding of the issues raised by the Children Act (1989). | Application form and Interview. |
| 9. Awareness and commitment to the Council’s Equal Opportunities Policy. | Application form and Interview |
| 10. Understanding of management issues. | Application form and Interview |
| 11. Experience of leading an EYFS team, managing a budget and appraising staff. | Application form and Interview |
| SKILLS |  |
| 12. Ability to carry out basic care of children. | Application form and Interview |
| 13 Ability to work confidently with parents and carers and a range of different professionals. | Application form and Interview |
| 14. Ability to reflect on own practice. | Application form and Interview |
| 15. Good literacy and numeracy skills and ability to devise and record stimulating and appropriate program of activities and experiences for children. | Application form and Interview |
| 16. Ability to observe, build a child’s profile and plan effectively for their learning and development | Application form and Interview |
| 17. Ability to work on own initiative and to know when to seek help, or refer onto others. | Application form and Interview |
| 18. Ability to undertake a variety of tasks during a working day, to work with children of differing ages, stages and abilities in different situations, alongside other staff, parents/carers, students, trainees and volunteers. | Application form and Interview |
| 19. Ability to build relationships with children and to liaise closely with and support parents and carers. | Application form and Interview |
| 20. Ability to recognise the needs of small children and the implications of living and working in a multi-ethnic, multicultural environment. | Application form and Interview |
| 21. Ability to work flexibly on a rota basis. | Application form and Interview |
| 22. Ability to work under pressure, prioritise tasks and use own initiative and supervise staff. | Application form and Interview |
| 23. Ability to work with minimal supervision, prioritise tasks, use own initiative and supervise staff. | Application form and Interview |
| PHYSICAL REQUIREMENTS |  |
| 24 Fit enough to carry out normal childcare tasks and to lift children and light furniture and equipment. | Council’s Medical Assessment |

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| DESIRABLE QUALIFICATIONS |  |
| Recognised Food Hygiene  Paediatric First Aid  Safeguarding | Application form and interview |