



ASHLEY MANOR  
PREPARATORY SCHOOL

## Job Description

Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

<b>Post title:</b>	Kindergarten Deputy Manager
<b>Hours of work:</b>	Full time (40 hours per week, 52 weeks per year)
<b>Remuneration:</b>	Based on experience and skillsets
<b>Responsible to:</b>	Headmaster
<b>Start Date:</b>	September 2024
<b>Main Responsibilities:</b>	<ul style="list-style-type: none"><li>• The deputy manager will be responsible for assisting the manager and stand in as acting manager when required.</li><li>• The deputy manager will assist the manager in the day-to-day running of the Kindergarten, ensuring effective management of staff and premises.</li><li>• The deputy will assist the manager in overseeing the EYFS curriculum and liaison with parents, in accordance with the statutory requirements of the Early Years Foundation Stage Statutory Framework.</li><li>• Maintain confidentiality at a senior level</li><li>• In conjunction with the manager, assist in the effective daily management of the Kindergarten, by deploying staff to meet the needs of the business.</li><li>• To maintain and uphold the Kindergarten/school safety and security policies and contribute to the settings risk assessments.</li><li>• To ensure that the Kindergarten practitioners deliver a well-planned EYFS curriculum which is adapted and tailored to the children's individual age and stage.</li><li>• To ensure the wellbeing of all children, according to the written policies of Ashley Manor Preparatory School, ISI/Ofsted registration requirements and all statutory legislation.</li></ul>

	<ul style="list-style-type: none"> <li>• In conjunction with the manager, ensure that all required standards, ratios and conditions of registration are maintained at all times.</li> <li>• Organise and implement the Kindergarten Key Person approach in line with the EYFS Statutory Framework.</li> <li>• To attend whole school Inset training days, Open Days and Parents' evenings in accordance with Ashley Manor Preparatory School.</li> <li>• To assist the manager by identifying staff training needs and ensure all trainees/students receive appropriate mentoring and support.</li> <li>• Ensure that high standards of safety, security, hygiene and house-keeping are maintained at all times.</li> <li>• To lead other practitioners by displaying best practice at all times.</li> <li>• Co-ordinate prospectus visits in the Manager's absence.</li> <li>• In the manager's absence, monitoring and control the budget within the Kindergarten, including the invoicing and payments of the children's fees.</li> <li>• Assist and contribute to the Kindergarten's staff meetings and training sessions.</li> <li>• To assist the manager by ensuring all staff are kept up to date with current policies, procedures and ISI/Ofsted regulations.</li> <li>• To take appropriate action and follow the correct procedures should a parent/staff member raise a concern or make a complaint.</li> <li>• To work as a member of a team to provide at all times a safe, caring, stimulating environment for the children, in line with The Early Years Foundation Stage ( EYFS).</li> <li>• To fulfil the role of a Key Person for a designated group of children in-line with the EYFS requirements.</li> <li>• To work in partnership with the parents in order to build effective communication between home and Kindergarten.</li> <li>• To ensure the provision of high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history.</li> <li>• To ensure the maintenance of adequate standards of cleanliness and hygiene for the children attending the kindergarten.</li> <li>• To undertake certain domestic jobs within the kindergarten, e.g. cleaning of equipment etc. and the cleaning of rooms. Ensuring the Kindergarten is kept clean and tidy.</li> <li>• To keep up to date with the Health and Safety at work Act.</li> <li>• To record accidents/incidents on the correct forms.</li> <li>• To uphold all safeguarding procedures.</li> </ul>
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	<ul style="list-style-type: none"> <li>• To accompany small groups of children on regular outings around the school grounds.</li> <li>• To assist in the provision of support and guidance to students on placement.</li> <li>• To assist with meeting the children's care needs such as dietary and personal hygiene.</li> <li>• To carry out any other duties requested by Head.</li> <li>• To be aware of the high profile of the kindergarten and to uphold its standards at all times both within work hours and outside.</li> </ul> <p>The duties and responsibilities in this job description are not exhaustive or restrictive, changes and other duties relevant to this post may be added.</p>
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<b>Professional Standards &amp; Development</b>	<ul style="list-style-type: none"> <li>• To be a role model to pupils through personal presentation and professional conduct.</li> <li>• To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health &amp; Safety, and that of any other persons who may be affected by their acts or omissions at work.</li> <li>• To be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety.</li> <li>• To establish effective working relationships with professional colleagues and associate staff.</li> <li>• To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures.</li> <li>• To be involved in extra-curricular activities such as making a contribution to out of hours school clubs and visits.</li> <li>• To liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare.</li> <li>• To be aware of the role of the Governing Body of the School and to support it in performing its duties.</li> <li>• To train in paediatric first aid.</li> <li>• To be familiar with and implement the relevant requirements of the current SEN Code of Practice. <ul style="list-style-type: none"> <li>○ To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who: <ul style="list-style-type: none"> <li>○ have SEN;</li> <li>○ are gifted and talented;</li> <li>○ are not yet fluent in English.</li> </ul> </li> </ul> </li> <li>• To uphold the school's core values.</li> </ul>
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#### Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Minimum Level 3 qualification in Childcare &amp; Education.</li> <li>• GCSE's in Maths and English A*-C</li> </ul>	<ul style="list-style-type: none"> <li>• First aid training (preferably Paediatric)</li> <li>• Minimum Level 3 qualification in Children</li> </ul>	Production of the Applicant's certificates

		and Young Peoples Workforce or equivalent	
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of working with or caring for children of nursery school age</li> <li>• At least 2 years' experience of working in a senior role within a childcare setting</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in multiple nurseries</li> </ul>	Contents of the Application Form  Interview  Professional references
<b>Skills:</b>	<ul style="list-style-type: none"> <li>• Ability to relate well to children and adults</li> <li>• Excellent communication skills, both verbally and in writing</li> <li>• Ability to manage budgets</li> <li>• An understanding of requirements of pupils with special educational needs</li> </ul>		Contents of the Application Form  Interview  Professional references
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Knowledge of the EYFS</li> <li>• Understanding of how children develop and learn, and the ability to apply this</li> <li>• Experience of working with children aged 9-months, preferably within an educational or nursery context.</li> </ul>		Contents of the Application Form  Interview  Professional references
<b>Personal competencies and qualities:</b>	<ul style="list-style-type: none"> <li>• A genuine enthusiasm for working with children and a commitment to their success and development.</li> <li>• A commitment to overcoming barriers to learning.</li> <li>• An ability to inspire confidence.</li> <li>• A positive attitude to the use of authority and maintaining student discipline.</li> <li>• An ability to strike a good professional rapport with students, staff and parents.</li> <li>• Being a positive role model.</li> <li>• An interest in contributing to the extracurricular life of the school.</li> </ul>		Contents of the Application Form  Interview  Professional references

	<ul style="list-style-type: none"><li>• Friendly and approachable.</li></ul>		
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