

# **Yateley Community Pre-** **School**

Application Pack

Pre-School Deputy Manager

## Deputy Manager Job Description

The Deputy Manager is answerable to the Manager and is jointly responsible for the children and staff of the Pre-School.

### Managerial Duties and Key Responsibilities

Ensure a safe environment for children and adults in the setting including

- equipment well-maintained and safe to use, including carrying out the daily Risk Assessment.
- good hygiene standards
- ensuring safety procedures for fire drill are followed, and regularly reviewed with emergency procedures clearly displayed.
- Be responsible for carrying out checks of fire alarms, and holding fire drills
- Administering First Aid if required in an emergency.

Provide high quality care and education for under-fives through

- Supporting the Manager in planning a curriculum which will offer each day a wide variety of play and learning activities to stimulate and support children's development in The Early Years Foundation Stage. Be familiar with The Early Years Foundation Stage, making sure all Statutory Welfare requirements are met and that all the Prime and Specific areas are covered in the curriculum to best promote the children's development.
- Supporting the Manager in deploying the time and skills of adults (both staff and volunteers) so as to offer all children the attention, stimulus and support which will ensure opportunities for continuity and progression in play; using children's interests to plan meaningful activities.
- Ensure Development Plans are written and maintained.

Support the Manager to keep and maintain records including

- daily register of attendance
- accident book
- plan of Pre-School activities
- records required by Ofsted including Statutory Welfare requirements, Ofsted plans and EYPP action plans.
- notes on welfare and development of children, including allergies/medical requirements.

The Deputy Manager shall, either individually or alongside another Deputy, act as Manager in the Pre-School Manager's absence (please refer to the Manager Job Description).

The Deputy Manager is also responsible for regularly monitoring the Accident Book to identify any trends in accidents which may indicate a need for the Pre-School to review or implement a procedure, or restrict use of /remove equipment, and ensuring that child medical information is up to date and clearly displayed in the kitchen.

Ensure that any safeguarding concerns are passed to the Safeguarding Officer, or dealt with in line with most recent legislation, and that any concerns regarding a child are highlighted to the Manager.

Ensure the two year old returns are carried out.

Update and monitor the cohort tracker.

Ensure that visitors to the pre-school record their details in the visitors book.

Maintain and update the photo boards in the pre-school lobby.

Support the Manager by liaising with parents, committee and staff as necessary, maintaining an open door policy.

Chair and lead discussions alongside the Manager at regular staff meetings outside of Pre-School sessions to assess how well the needs of the children attending the Pre-School are being met, plan activities, and discuss staff problems. The Deputy shall send out the agenda and take minutes at such meetings.

Write the half termly staff newsletter.

The Deputy Manager shall ensure they are familiar with and abide by the Pre-School Learning Alliance policies and those of the Pre-School.

Attend Committee meetings alongside the Manager or another Deputy Manager, and provide a status report on the progress of the Pre-school, raising any problems which may have occurred or which may pose a future risk. The Manager or Deputy shall give an annual report at the Annual General Meeting of the Pre-School.

Be responsible for organising a yearly sponsored event to be undertaken by the children attending the pre-school.

Support the Manager in ensuring all statutory requirements from Ofsted, Pre-School Learning Alliance and other governmental bodies including Charity Commission are met, including assisting to prepare the Self Evaluation form.

Identify and provide details of materials to be purchased by the Equipment Officer or other committee member, and report immediately any damaged equipment.

Plan and organise visits outside the Pre-School to be undertaken with parental consent, (such as the Summer outing) and ensure risk assessments for such visits are carried out.

Ensure the schedule for topic, book, Makaton sign, letter and colour of the week is completed.

Ensure premises are secure at the end of each session.

Attend welcome afternoons for new starters.

The Deputy Manager shall be required to carry out such other duties as may, from time to time be necessary, compatible with the nature of the post including attending some fund-raising events.

#### General Duties:

Endeavour to go on regular training courses

Fulfil the duties associated with being a Key person including carrying out child observations and updating records including Learning Journeys, and meeting with the parents of the assigned Key children.

Contribute to yearly appraisal meeting and work towards targets set.

Support the aims and objectives of the Pre-School.

Ensure that any personal or sensitive information relating to children, families and staff is treated as confidential.



# About Yateley Community Pre-School:

Yateley Community Pre-School is a busy, well-established community-based Pre-School run by a volunteer committee made up of the parents of the children at the Pre-School. Maintaining a community feel is very much at the heart of what we do, and this is reflected not only in our commitment to support the young people and families of Yateley in their early educational career, but in our engagement with the wider community, attending and organising social events such as our Blue Elephant Art Fair. Our principles are:

- To provide a safe, secure and stimulating environment for all-round child development.
- To help children intellectually through a balance of directed and free-choice activities.
- To provide continuity of care for all children, and offer flexible care routines.
- To create a stimulating and challenging environment, providing opportunities for learning through play and covering all seven Prime and Specific key areas.
- To encourage children to develop self-control, self-direction and independence.
- To develop self-expression through various activities such as drama, music, story-telling, block building and many other forms of play.
- To provide a warm and welcome atmosphere with good staff, child and parent relationships.
- To ensure a safe environment which protects children from harm, abuse and neglect.
- Develop respect for individual and cultural differences.
- To effectively use assessment information to identify needs and plan the next few steps for learning, and evaluating regularly to meet changing needs.
- To model a high standard of thoughtful and courteous behaviour.
- To ensure a good, clear concise monitoring and evaluation system and effective use of policies.

Person Specification  
Manager of Early Years Setting

	Essential	Desirable
Qualifications	NNEB/NVQ 3 Childcare equivalent or above.	Food Hygiene Certificate. First Aid Certificate. Safeguarding training.
Skills	Excellent. communication skills with adults and children.	Car driver.
Experience	At least three or more years' experience of working with children between the ages of 2 – 5 years.  Experience of implementing a wide range of activities for young children.	SENCO experience.  Some managerial experience
Knowledge	EYFS. Child development Statutory Welfare Requirements Health and Safety in childcare settings Knowledge of First Aid and the ability to administer first aid in an emergency.	
Personal Attributes	Ability to work as part of a team. Willingness to undertake further training and development. Willingness to attend staff meeting outside of normal hours. Excellent interpersonal skills and the ability to adopt a professional approach in relationships with parents, staff and children. The Deputy Manager should encourage children's parents to take an interest in their children's activities by providing a welcoming atmosphere in Pre-School where they will feel able to contribute new ideas;	

## **Guidance Notes and Information for all Job Applicants:**

Please read these notes **before** completing your application form.

The application form is the first stage in the selection process and will be used to assess whether or not you will be invited to progress to further selection stages (e.g. interviews, work-based tests). It is therefore important that you complete the application form as clearly and as fully as possible.

Please read the job description and person specification carefully before completing the application form. The person specification lists what is required of a candidate to enable them to successfully undertake the role applied for. The requirements of the job are split into 'essential' or 'desirable'. If a candidate does not fulfil the **essential** requirements they will not be selected for interview. Desirable requirements will only be used where there are a number of candidates who meet the essential criteria.

The application form should be typed or hand written in black ink.

### **Right to Work:**

If you require a permit to work in the UK please tick the relevant box and provide an expiry date. Please note that under the Asylum and Immigration Act 2016 it is a criminal offence for the Pre-School to employ a person aged 16 or over who does not have a right to work in the UK. If selected for interview we will request proof that you are

- A British Citizen or have right of residence in the UK.
- A national of European Economic Area member state.
- In possession of a Home Office or DFEE permission to work.

### **References:**

All appointments are subject to receipt of two references satisfactory to the Pre-School. Where possible, at least one of these should be your current or most recent employer. Where this is not possible (as you have not been employed before) we will accept references from someone who is able to provide information on your skills and abilities, such as a teacher, lecturer, or colleague within a club.

### **Health**

A satisfactory medical assessment, which may include a medical examination in certain cases, will be required before we confirm any offer of an appointment.

### **Disability**

Under the Discrimination Act 2005 we are legally required to consider making 'reasonable adjustments' to ensure that disabled people are not disadvantaged in the recruitment and selection process. Please specify any such adjustments you may require on this application.

### **Rehabilitation of Offenders Act and Police Checks**

You must give details of any convictions you may have which are not excluded under the Rehabilitation of Offenders Act 1974. As, however, the duties of this post give you access to children, older people, those with disabilities, learning difficulties and other vulnerable groups, applicants are not entitled to withhold information about convictions which would be regarded as spent for other purposes. The successful applicant will be required to obtain Disclosure and Barring Service Check clearance. This clearance will be sought after selection but before an appointment is made.

### **Data Protection:**

Yateley Community Pre-School fully complies with the Data Protection Act 1998. The data will only be used for the purposes of recruitment and selection and for monitoring the effectiveness of our Equal Opportunities policies. The data will not be passed to any third party without your consent, except where the Pre-School is legally required to do so.

CONFIDENTIAL

## Job Application

*Please use black ink when completing this form.*

Position applied for \_\_\_\_\_ at Yateley Community Pre-School.

Last name  First Name (s)

Title  Any previous last name (s)

Address

Daytime tel.number  Evening/Mobile tel.number

**Education and Professional Qualifications. *Begin with the most recent.***

Name of school/establishment attended	Dates		Subject and Qualification	Grade and Date Awarded	
	From	To			

**Attendance on Training Courses**

Course Title	Subjects Covered	Duration and dates	Qualification received

Current Post:

Employer Details:

Start date:

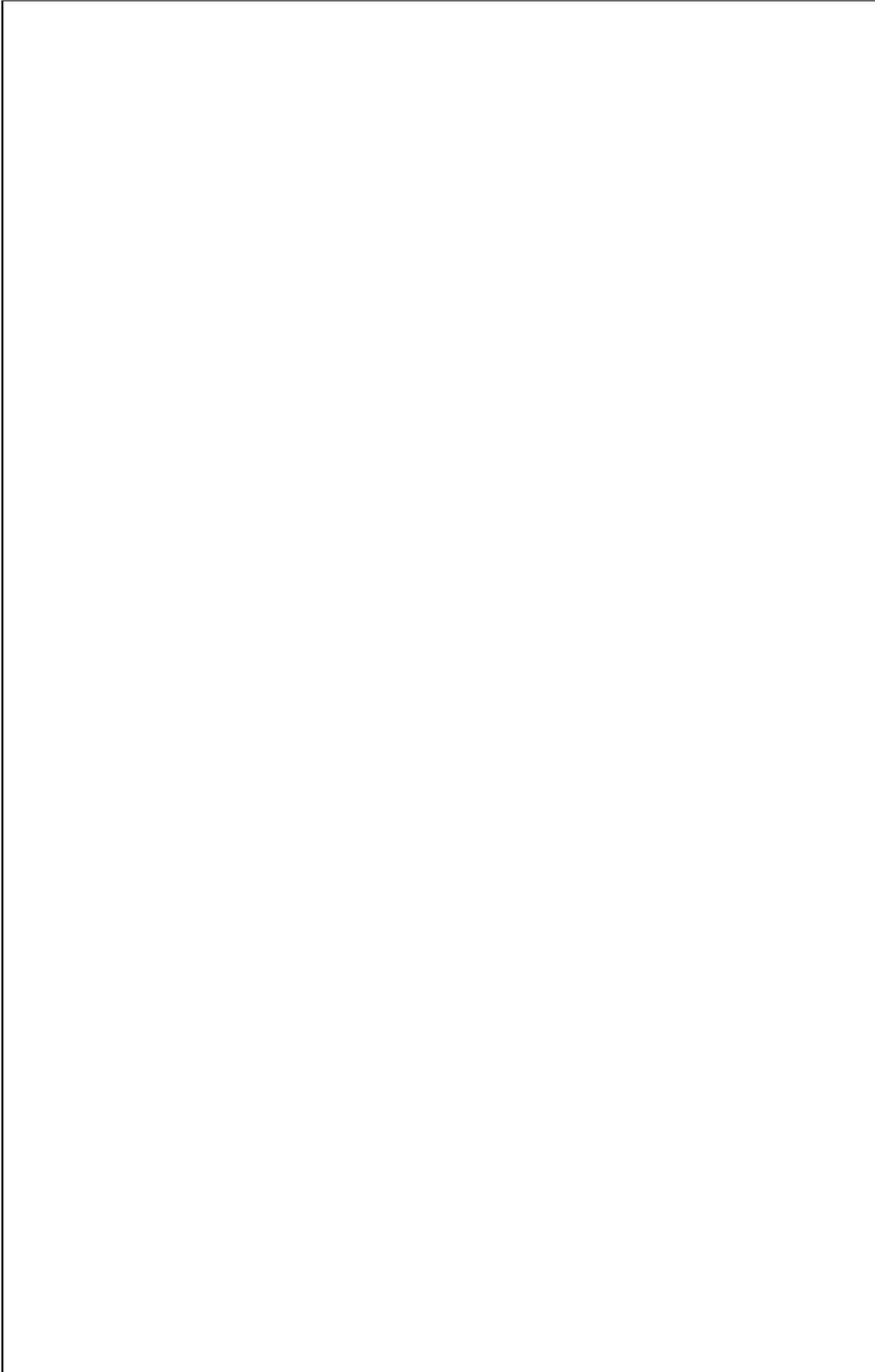
Current Salary:

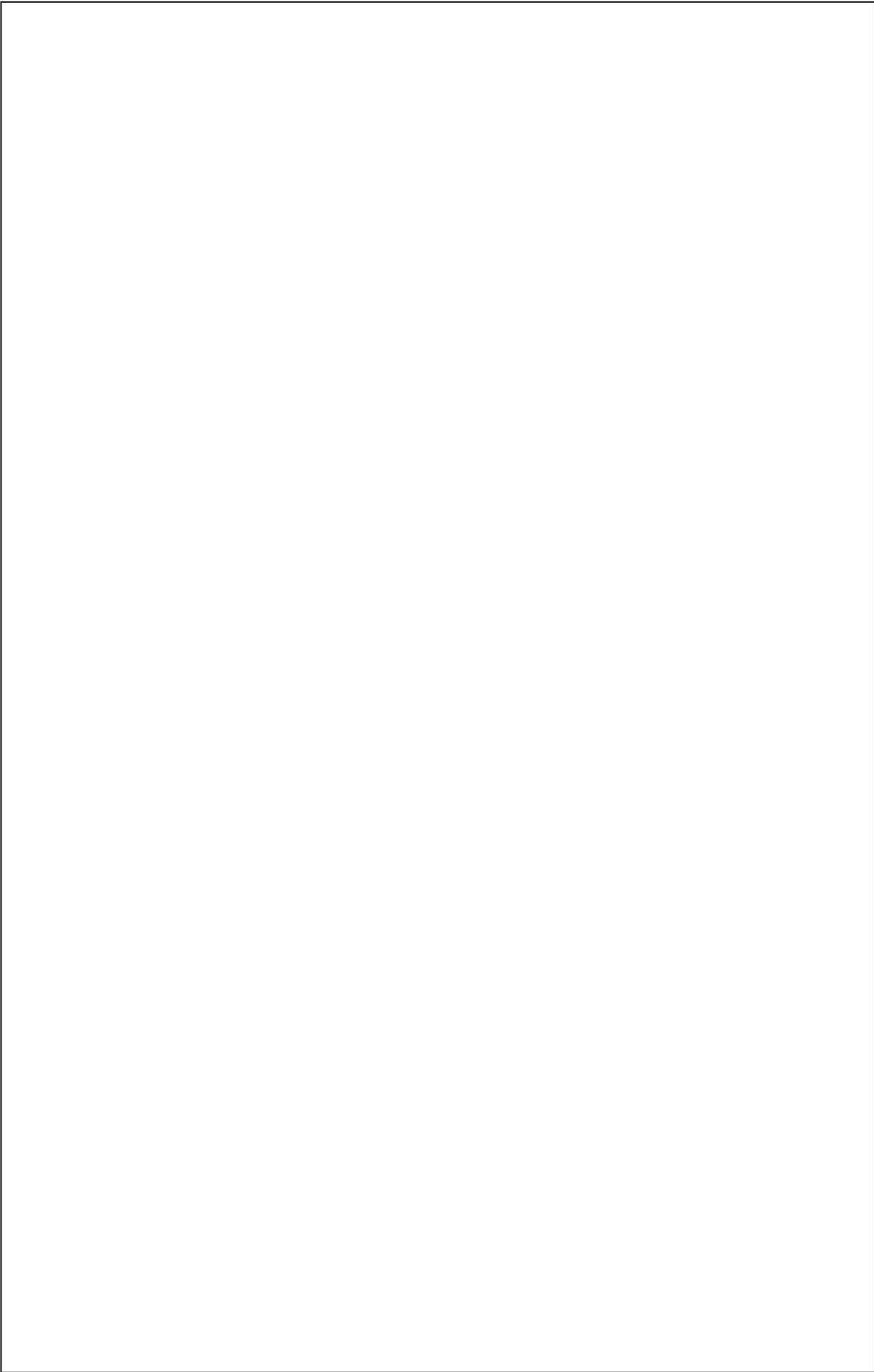
<b>Position Held.</b> <i>Please briefly explain your main duties</i>		<b>Reason for wishing to leave</b>	
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Employment History, starting with current or most recent post. Please explain any gaps in your employment.

Date from -to	Name of employer	Position held, main duties.

Statement in support of application: Please give details of your skills, knowledge, experience and personal qualities which will support your application for the post. Applicants should confine this to two sides of A4. An additional letter is not required.

A large, empty rectangular box with a thin black border, intended for the applicant to write their statement in support of their application. The box occupies most of the page below the instructions.



**Criminal Convictions:**

This post is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are 'spent'.

Please advise if you have ever been convicted of any criminal offences, or been warned, reprimanded or officially cautioned in relation to any such offence:

Yes / No

If you have answered 'yes', please provide details and relevant dates. Any information given will remain completely confidential.

**Disciplinary issues in current or previous employment**

Please advise if you have had any disciplinary issues in your current or previous employment:

Yes / No

If you have answered 'yes', please provide details and dates below. This information will be treated as confidential.

Do you hold a current, clean driving licence?

Yes / No

Yes / No

Are you eligible to work in the UK? Do you have a current work permit?

Yes / No

**References:**

Please provide the details of two referees, one of whom should ideally be your current or most recent employer. References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are 'time expired' and any child protection concerns.

1. Present employer:  Name:  Address:    Tel. number:  Email:  Occupation:	2.  Name:  Address:    Tel. number:  Email:  Occupation:
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I understand that should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may lead to my application being rejected, or my contract being rendered null and void if already appointed. I hereby attest that all the information herein is true and correct to the best of my knowledge.

Signature of Candidate

Date

# Equality and diversity monitoring form

**Yateley Community Pre-School** wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

The information you provide will stay confidential, and be stored securely and limited to only some staff in the organisation's Human Resources section.

Please return the completed form in an envelope marked 'Strictly confidential' for the attention of the Finance Officer, Yateley Community Pre-School. Cranford Park Drive, Yateley, GU46 6LB

**Gender** Male  Female  Prefer not to say

**Are you married or in a civil partnership?** Yes  No  Prefer not to say

**Age** 16-24  25-29  30-34  35-39  40-44  45-49  50-54  55-59  60-64  65+  Prefer not to say

## What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

### **White**

English  Welsh  Scottish  Northern Irish  Irish

British  Gypsy or Irish Traveller  Prefer not to say

Any other white background, please write in:

### **Mixed/multiple ethnic groups**

White and Black Caribbean  White and Black African  White and Asian  Prefer not to say  Any other mixed background, please write in:

### **Asian/Asian British**

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say

Any other Asian background, please write in:

### **Black/ African/ Caribbean/ Black British**

African  Caribbean  Prefer not to say

Any other Black/African/Caribbean background, please write in:

### **Other ethnic group**

Arab  Prefer not to say  Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes  No  Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**What is your sexual orientation?**

Heterosexual  Gay woman/lesbian  Gay man  Bisexual

Prefer not to say  If other, please write in:

**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish

Muslim  Sikh  Prefer not to say  If other religion or belief, please write in:

**What is your current working pattern?**

Full-time  Part-time  Prefer not to say

**What is your flexible working arrangement?**

None  Flexi-time  Staggered hours  Term-time hours

Annualised hours  Job-share  Flexible shifts  Compressed hours

Homeworking  Prefer not to say  If other, please write in:

**Do you have caring responsibilities? If yes, please tick all that apply**

None  Primary carer of a child/children (under 18)

Primary carer of disabled child/children

Primary carer of disabled adult (18 and over)  Primary carer of older person

Secondary carer (another person carries out the main caring role)

Prefer not to say

