**DEPUTY MANAGER**

**About Our Play Out Service**

Play Out is a child focused, outdoor loving, puddle jumping, mud pie making childcare group. Our highly experienced and passionate team is committed to supporting children to develop through a rich learning environment. Play Out Ipswich is situated just outside the town centre, on Felixstowe Road, with close links to the main road and rail network. The nursery operates from 7.30am to 6pm daily.

We are part of Ormiston Families,one of the leading charities working with children, young people, and families in the East of England. We take early and preventative action to support families to be safe, healthy, and resilient.

**About the role**

As Deputy Manager your role is to oversee the day to day running of the setting, ensuring the educational and welfare requirements are met by the staff within the room. Who with the support of setting colleagues will create a safe, caring and stimulating environment for children under the age of 5 years. To encourage the children's development and understanding through play and other learning experiences. As the Lead in the setting a good understanding of the delivering the Early Years Curriculum (EYFS) and working with Ofsted outcomes is vital.

**Main Tasks of a Deputy Manager:**

* To support the Head of Nursery in the day to day running of the setting.
* To deputise for the Head of Nursery when they are absent, including ensuring compliance with Statutory Guidance and maintaining the security of the building.
* To support the Head of Nursery in running the setting on a day-to-day basis including adhering to Health and Safety policies and procedures and ensuring staff ratios are maintained.
* To understand the need for ongoing risk assessment to ensure children are physically safe and are participating in activities that are in line with their developmental stage to ensure they carry out continual assessment when they are working with the children.
* To role model Best Practice.
* To be up to date in current thinking and practice and ensure the room is delivering the best possible curriculum for the children
* To be a role model to staff they work with and to supervise them as they work with the children.
* To support their all-round development in the following areas: Physical, Intellectual, Language, emotional, social skills, and cultural needs.
* To support staff in reporting to parents if needed.

**About you**

The skills and experience of a Deputy Manager you will need:

* Childcare Qualification NVQ /NNEB/CACHE/ City & Guilds/ BTEC Min Level 3 or equivalent
* Be willing to undertake training to achieve Level 4 Qualification in early years
* Experience working at this level - Evidence
* Level 4 or above Qualification in Early Years
* Experience leading or supervising a small team of nursery staff
* Strong planning and organizational abilities

**What we offer**

* Company pension scheme
* Regular staff events
* Employee Assistance Programme
* Employee Discount Scheme
* We have trained Mental Health First Aiders who form our Wellbeing Team, promoting mental and physical health. Ormiston Families has also signed the pledge to support our employees going through the menopause in the workplace
* Cycle to Work Scheme.
* Sick Pay.

**Safeguarding and DBS requirements for your role:**

Play Out is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff and volunteers to share this commitment. DBS checks or police vetting will be required for relevant posts.

We are an equal opportunities employer; we value diversity and welcome applications from all sections of the community.

**Play Out reserves the right to close the vacancy early if we have received sufficient applications ahead of the closing date.**

**Information about working for Play Out**

**Job Title: Deputy Manager**

**Duration:**

The post advertised is permanent and Full-Time

**Hours of Work and Working Arrangements:**

* The normal working week is between 37.5 hours, Monday to Friday and covers 52 weeks per year.
* You will be required to work flexibly to meet the needs of the service which may include evenings and weekends.

**Location:**

* Your base will be Play Out Nursery, 333 Felixstowe Road, Ipswich IP3 9BU

**Salary:**

* The salary for this post is £28,000 - £30,000 per annum - negotiable - subject to skills and experience
* Salary is paid in 12 equal instalments on the 25th of each month directly into your bank account and covers work carried out in the calendar month.

**Probationary Period:**

* The post is subject to a probationary period of 6 months during which your progress will be monitored in accordance with agreed objectives.

**Job Description**

**Job Title: Deputy Manager**

**Service: Play Out Nursery Ipswich**

**Job Purpose:**

As Deputy Manager your role is to oversee the day to day running of the setting, ensuring the educational and welfare requirements are met by the staff within the room. Who with the support of setting colleagues will create a safe, caring and stimulating environment for children under the age of 5 years. To encourage the children's development and understanding through play and other learning experiences. As the Lead in the setting a good understanding of the delivering the Early Years Curriculum (EYFS) and working with Ofsted outcomes is vital.

**Key Areas of Responsibility:**

* To support the Head of Nursery in the day to day running of the setting.
* To deputise for the Head of Nursery when they are absent, including ensuring compliance with Statutory Guidance and maintaining the security of the building.
* To support the Head of Nursery in running the setting on a day-to-day basis including adhering to Health and Safety policies and procedures and ensuring staff ratios are maintained.
* To understand the need for ongoing risk assessment to ensure children are physically safe and are participating in activities that are in line with their developmental stage to ensure they carry out continual assessment when they are working with the children.
* To role model Best Practice.
* To be up to date in current thinking and practice and ensure the room is delivering the best possible curriculum for the children
* To be a role model to staff they work with and to supervise them as they work with the children.
* To support their all-round development in the following areas: Physical, Intellectual, Language, emotional, social skills, and cultural needs.
* To support staff in reporting to parents if needed.
* To join discussions with the Head of Nursery and other staff to support them in planning for development and improving the quality of provision.
* To support the Room Leaders in ensuring the delivery of the curriculum though planning and ensuring staff understand how to implement it.
* To support Room Leaders in identifying opportunities for continuous personal development for staff and to liaise with Head of Nursery on opportunities for both individuals and group training.
* To keep up to date records on their key worker children and to support staff in doing the same.
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* To keep children safe, care for them and protect them so that children are able to maintain a good standard of general health and wellbeing as well as being able to develop in all areas.
* To work with external agencies as required to support children, for example the Local Authority advisor or services such as Speech and Language.
* To attend and contribute to staff and team meetings.
* To carry out any other duties as required by the Head of Nursery in line with the policies and procedures of the setting and in order to ensure best practice.

**Person Specification**

**Qualifications**

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| **Essential** | **Desirable** |
| Childcare Qualification NVQ /NNEB/CACHE/ City & Guilds/ BTEC Min Level 3 or equivalent | Level 4 or above Qualification in Early Years |
| Be willing to undertake training to achieve Level 4 Qualification in early years |  |
| Experience working at this level - Evidence |  |
| Experience leading or supervising a small team of nursery staff |  |
| Strong planning and organizational abilities |  |

**Experience & Skills**

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| **Essential** | **Desirable** |
| Extensive understanding and knowledge of safeguarding policies and procedures | To conduct 1:1 supervision with newly appointed junior staff, students, and volunteers. |
| All applicants will be required to complete an enhanced DBS check. | Experience of other Health, Education and Safeguarding concerns |
| Leadership experience. |  |
| Substantial post qualifying experience of childcare |  |
| To implement activities which are appropriate for the development and interests of the individual and group. |  |
| Substantial experience of partnership working (parents / professionals) |  |
| Substantial experience of working in a team |  |
| Substantial experience of being a Key Carer |  |

**Abilities and Knowledge**

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| **Essential** | **Desirable** |
| Knowledge of Planning and Implementing a early years curriculum (EYFS) | A passion for children’s education and care, and a commitment to inclusivity |
| Knowledge of milestone development of children under 5 years | Enthusiasm to reflect on and constantly improve practice and to lead by example |
| Knowledge of Safeguarding Young Children | A flexible and can-do attitude  |
| Knowledge of Ofsted Inspection Outcomes |  |
| Strong oral and written communication, organisational and interpersonal skills |  |
| Excellent working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance. |  |
| Excellent communication skills, both verbal and written. |  |