



Trinity Community Pre-school

Job Description: Deputy Manager

Permanent- 20 Hours per week - term time only only (36 weeks per year)

*subject to three month probationary period

Purpose of Post & Main Responsibilities:

1. To support the Manager with the day to day running of the pre-school including co-ordinating the provision of a caring, safe, secure and stimulating environment, meeting Ofsted requirements.
2. Responsible for the day-to-day management of the Special Educational Needs (SEN) provision in the setting.
3. To contribute towards the flexible planning of a range of activities based on an observation and assessment cycle for children aged 2 – 4+ years.
4. To oversee staff in setting up the room on a daily basis in line with the activities and resources agreed in staff meetings.
5. Manage the daily set up of a designated area within the setting e.g garden, play role area
6. To manage the staff team, in the absence of the Manager, ensuring policies and procedures are implemented at all times.
7. To liaise with parents and carers from initial visit to when their child moves on to their next school.
8. To act as a Key Person to a group of children and demonstrate to other staff how to be effective in this role through 'leading by example'.
9. Manage stock levels of consumable items and reorder when necessary.
10. To support the Manager in ensuring all policies and procedures relating to the setting are followed and implemented.

Hours of Work:

The Deputy working hours are 9am to 2pm Monday to Thursday, 36 weeks a year (term time)

Some administrative tasks, ie report writing and learning journals, to be completed outside of setting hours, paid as overtime.

Salary: £10 p/h

Responsible to:

The Setting Manager.

Person Specification

1. Essential Criteria:
2. Level 3 early years education and childcare qualification or equivalent.
3. Good observation, identification, assessment and record keeping skills.
4. It is a statutory requirement that: "staff have a sufficient understanding and use of English to ensure the well-being of children in their care." Section 3.26, EYFS (2014).
5. Proven experience of working within a childcare setting and some experience of working with children with SEN.
6. Good written and verbal communication skills.
7. The ability to manage time and workload effectively.



This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.