



Deputy Manager

Post Title:	Deputy Manager
Reporting to:	Nursery Manager
Salary Range:	Grade D £21,403-£24,055
Required Qualifications:	NNEB/NVQIII in Childcare and Education or equivalent



Dear Applicant

Thank you very much for the interest that you have shown in this position based at Patchwork Day Nursery and Preschool. The successful candidate will have an important contribution to make to our growing and successful setting and I hope that you will find the enclosed information helpful.

At Patchwork we are proud to be part of The Perins Multi Academy Trust, offering professional quality childcare to our staff as well as the wider community. Being part the Perins MAT family means that Patchwork have access to the fantastic facilities on offer, including the sports hall and sports field. Patchwork regularly take walks into town, visiting the post office, Watercress Line and shops.

At Patchwork our aims are simple:

- To provide high quality care and education
- To provide a warm, caring and stimulating environment
- To ensure all children feel included, secure and valued whatever their ethnic, cultural, religious or family background, home language, special educational needs, gender, ability or disability
- To provide professional, qualified staff at all times
- To encourage self-development and self-esteem
- To encourage each child to engage in the learning process
- To observe and respond to each child according to their individual needs
- To build a working partnership with parents
- To extend upon each child's knowledge and skills by introducing them to new experiences and challenges through purposeful activities, consolidating and extending their learning
- To provide opportunities for focused & non-focused activities initiated the child

I sincerely hope that you find the information provided informative, our tone welcoming and the position attractive to you.

If you believe you can contribute to our exciting future, I would be delighted to receive your application.

Yours faithfully,

Steve Jones
Executive Headteacher
The Perins MAT



OVERVIEW

We have an exciting new role at Patchwork in order to build on and support the management team that we have in place already. Joining our Nursery Manager, Deputy Manager and Room leaders we are seeking an individual who has at least 3 years' experience in a nursery setting working with a range of different aged children, and also someone who is able to demonstrate strong leadership skills and the ability to lead a team under direction of our Nursery Manager.

Patchwork Day Nursery and Pre-School provides full time and sessional childcare for children aged 6months to 5 years, Based at Perins School in Alresford, our aim is provide high quality care and education with a flexible approach to meet the needs of all families.

JOB PURPOSE

- To work closely with the Manager and Deputy Manager to lead and develop best practice in all areas of the EYFS
- To deputise for the Manager, as required, and provide administration support
- To provide leadership to the Patchwork team including training and mentoring to staff in all aspects of childcare
- To have overall line management responsibilities of the pre-school room
- To assist in the provision of a safe, caring, warm and inclusive environment
- To work as an effective member of the team at Patchwork.
- To deliver flexible, high quality care and education that meets the needs of the children and their families.
- To ensure compliance with all nursery policies and procedures and government legislation – DSCF, Ofsted.
- To undertake the responsibilities of SENDCO if necessary

KEY TASKS

Supervisory

- To deputise for the Manager in their absence, or as otherwise required, ensuring a seamless management structure and co-ordinated approach for the facility
- To provide feedback to the manager on all aspects of the day to day operation of Patchwork
- Proactively assist in the training and development of Patchwork staff to ensure a high level of childcare practice
- Perform specific routine management administration duties e.g. registers, health and safety checks and staff rotas

Childcare and Education

- To work alongside the manager and deputy in overseeing the running of the setting, with specific focus on supporting the pre-school room.



- To develop high quality interactions with children, to build on and extend their thinking and learning
- To plan, prepare and deliver a wide range of play experiences that promotes children's physical, intellectual and emotional development
- To ensure planned activities are drawn from children's next steps, observations and interests as required within the EYFS framework.
- To help children acquire self- help skills including washing hands, feeding, dressing, toileting, personal hygiene
- To support each child in developing self-esteem, confidence and feelings of competence
- To provide a positive model of behaviour by treating children, parents and one another with friendliness, care and courtesy.
- To supervise children at snack and mealtimes ensuring they are a time of socialising and engaging with each other and adults
- To maintain an up-to-date knowledge of current issues, legislation and practices through attending regular training workshops that promote personal and professional development.
- To be aware of hygiene standards and ensure that these are met in accordance with the pre-school Health and Hygiene Policy
- To work collaboratively with fellow colleagues to create a positive, proactive and effective pre-school team.

HEALTH AND SAFETY

- To implement all health and safety procedures in accordance with the Patchwork policies
- To share in the responsibility for safeguarding and promoting the welfare of all children within the pre-school
- To report and record all accidents and incidents appropriately in the accident books and information relayed to the manager or deputy and then to parents.
- To ensure a quality handover is given to parents/carers in accordance with the collection procedure
- To take part in regular fire drills to ensure awareness of the emergency evacuation procedure
- To ensure rooms are left clean and tidy at the end of each day and that equipment is looked after, stored safely and correctly

COMMUNICATION

- To ensure that communication with children, parents and the staff team is polite and courteous at all times
- To attend and participate in staff meetings, INSET days, parent and social evenings
- Report all maintenance requirements to the manager to ensure their immediate attention.

PARENT PARTNERSHIPS

- To liaise with parents at the beginning end of each session on their child's day creating and maintaining a friendly relationship

- to be aware of the importance of the role parents play in early education and that their continued involvement is crucial to successful learning

EQUAL OPPORTUNITIES

- To be aware of and have knowledge of the nursery's equality of opportunity policy
- To ensure that everyone is treated as individuals with respect and full consideration in line with the pre-school's equal opportunities policy.
- To assist in the provision of a high-quality environment that is inclusive to all and meets the needs of individual children from differing cultures, religious backgrounds and their respective stages of development.

GENERAL TASKS

- To respect confidentiality within the setting at all times.
- To carry out any other such duties as may be reasonably required.

Person Specification:

We are looking for someone who has the following skills and qualifications:

NVQ III in Childcare and Education or relevant qualification	Essential
NVQ IV in Childcare and Education or relevant qualification	Desirable
Qualified in Paediatric First aid	Desirable
At least 3 years' experience of working in a childcare environment	Essential
Good administration skills and experience with Microsoft office	Essential
Able to work in within a team and maintain good communication	Essential
Demonstrable knowledge of EYFS	Essential
GCSE equiv A-C English and Maths	Desirable
Good oral and written communication skills	Desirable



The person should be:

A friendly and effective communicator	Essential
Able to contribute positively in a team environment	Essential
Motivated with high energy levels	Essential
Positive, flexible, and adaptable	Essential
Able to work on own initiative	Essential

Benefits:

- An employee assistance programme (EAP) which provides confidential support for employees and direct family members on personal or work-related matters
- Reduced nursery and preschool fees and term time only packages at Patchwork Day Nursery and Pre School based on Perins School site
- Reduced fees for before and after school clubs run by Alresford Youth Association
- CPD commitment
- Membership to very generous LGPS Pension scheme
- Free car parking

Position details:

This is a permanent full-time position based on 37 hours a week over 5 days. Hours of work vary, and we need applicants to be flexible with their start and finish times.

The appointment is subject to satisfactory pre employment checks and clearance by the Disclosure and Barring Service (DBS).



Application Process

To apply for this position please visit <https://patchworknursery.net/> to find out more about the Preschool and Nursery and complete an Application form that can be found on the [The Perins MAT website](#)

Please read the guidance on how to complete your application form.

Guidance on the information you need to include in your application form

In order for you to be considered for the position, it is important that you complete the application form fully. This ensures that all applicants are providing us with the same type of information. Please use the information available to you and your knowledge of the role to assist you in completing the application form. Incomplete application forms will delay our recruitment process.

Personal Information

Enter your personal details in this section. During the recruitment process, we will contact you by email. Some spam filters may re-direct our emails to the spam folder within your email account. Please check your account regularly to minimise the risk of missing an email from us.

Employment history

Current Employer

Enter information about your current employer. If this is your first job after school or college, please give details of weekend, evening jobs, or work placements.

Previous employers

Please provide information about all of your previous employers including permanent, temporary or interim roles. To do this, simply add more sections.

You must give a **full** history in chronological order since leaving secondary education, including periods of any post-secondary education / training, part-time and voluntary work. If you have any gaps in your employment, please indicate the reasons for this.

Include full time employment, with start and end dates.

Provide explanations for periods not in employment or education / training and reason

Formal education



Enter your educational qualifications such as NVQs, GCSEs, O-Levels, A-Levels, AS Levels, Highers, and Degrees. Include all subjects and grades/scores.

Job specific information

The questions in this section will depend on the role you are applying. Ensure you complete all questions.

Safeguarding children and adults

The Perins MAT is committed to safeguarding children and promoting the welfare of children, young people and adults. We expect all employees, workers and volunteers to share this commitment. All our recruitment and selection practices reflect this commitment.

For roles working with children and children's data, we comply with the "Safer Recruitment" national guidelines. Ideally, we will take up references before the interview for these roles; however, we do understand that with some positions this is not always possible. We will always be discrete, and if the role that you are applying for allows, you will have the option to let us know if you do not want us to contact your current employer.

Employment references for Safer Recruitment roles should not be from a colleague. They should be from your manager, supervisor or someone who is in a position of authority.

It is our preference that referees are provided from **different** schools/establishments if you have worked in school environments previously.

If you are not currently working with children or adults but have done so in the past, it is important that you provide a reference from this employer.

Help us to speed up the references process:

- Ensure the email addresses and phone numbers you have provided for your referees are correct
- Do not to put two referees from the same place of work



- Tell them that they will shortly be contacted for a reference
- Ask them to complete the reference as soon as possible
- Let your referees know when you are offered the role

What happened after you submit your application?

If your application is not successful

Due to the amount of applications we receive, we are not in a position to let you know if you have not been shortlisted. If you have not heard from us, and require feedback about your application, please do email us on recruitment@perins.hants.sch.uk

If you are selected to attend an interview or an assessment day

We will notify you via email or phone and let you know the date and time of the interview. It is very difficult for us to change the date of the interview once it has been agreed internally.