

## Redhill Baptist Church Pre-School

### Job Description

**Post**                      **Pre-School Deputy Manager**

Accountable to        Pre-School Manager

Main purpose        To work as an exemplary team member in the setting, and to share with the Manager in the leadership and management of the Pre-School. This will involve taking responsibility for some aspects of management and deputising for the Manager in the event of the Manager's absence.

### Key Tasks

1. As Key Person for an allocated group of children (key person group), to carry out the following responsibilities with these children:
  - a. To be aware of and apply the requirements of the Early Years Foundation Stage for these children.
  - b. To ensure that child profiles and other records relating to those children and their work are maintained and kept up-to-date.
  - c. To be responsible for the safeguarding and well-being of these children when they are apart from the main group during the session.
  
2. As Sessional Supervisor, to be responsible for the leadership and management of individual Pre-School sessions as agreed, including the following responsibilities:
  - a. To provide a stimulating and caring environment which enables each child to develop to his/her physical, social, intellectual, emotional and spiritual potential.
  - b. To manage the Pre-School staff and resources during a session in an efficient and effective manner within the policies of the RBC Pre-school.
  - c. To ensure that the programme of activities planned for the session is prepared, carried out and then evaluated.
  - d. To ensure that all equipment is set out at the beginning of the session and that all equipment is checked for health and safety purposes.
  - e. To ensure that registration, financial details, children's records and accident and incident reports are kept. To keep staff registers and records relating to the session.
  - f. To liaise with parents regarding issues arising in the session and to feed back to the Pre-school Manager information relating to children and staff.
  - g. To report any safeguarding matter to the Designated Safeguarding Lead, accepting personal responsibility for appropriate action if the DSL is not available.
  
3. As Deputy Manager, to collaborate with the Manager in carrying out the following tasks, and to take responsibility for them in the Manager's absence:
  - a. To manage the Pre-School staff and resources in an efficient and effective manner within the policies of Redhill Baptist Church Pre-School.
  - b. To be involved in the training and development of staff and volunteers.

- c. To ensure that the programme of activities is planned, implemented and evaluated to develop the full range of skills of every child.
  - d. To maintain, and demonstrate by personal behaviour, speech and treatment of children and adults, the Christian ethos of the Pre-School.
  - e. To supervise the allocation of various areas of responsibility to individual staff members and to carry out tasks according to any individual areas of responsibility allocated to you.
  - f. To arrange outings and visits appropriate to the needs of the children. Carry out, in conjunction with the members of staff to be involved, risk assessments of all outings prior to taking the children.
  - g. To plan and lead church services to celebrate the Christian festivals of Easter and Christmas and to mark the end of the school year when children leave.
  - h. To ensure that parents are actively involved and kept fully informed.
  - i. To take overall responsibility for safeguarding in the setting, including record keeping, staff training and contact as appropriate with statutory and voluntary agencies.
  - j. To keep up to date with Early Years developments and inform the RBC Family Ministries Co-ordinator of local implications.
  - k. To complete reports as required, including preparing and presenting an annual report to the Redhill Baptist Church members meeting.
  - l. To carry out ongoing risk assessments in the pre-school areas. Liaise with the Redhill Baptist Church Deacon for Premises to ensure repairs are carried out.
  - m. To be involved in planning meetings and training as appropriate. To meet with the Pre-school Manager for ongoing support and feedback.
  - n. To mentor students when necessary.
4. To participate in supervision, take an active part in staff meetings and undergo training.
  5. To be involved in the promotion of the Pre-School.
  6. To liaise with other agencies as required.
  7. Redhill Baptist Church Preschool responds to the needs of individuals, therefore many tasks and responsibilities are unpredictable and varied. It is therefore expected that all staff will work in a flexible manner when required, undertaking tasks that have not been covered in their job description.

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