Queensway Chapel Nursery

Queensway

Melksham

Wiltshire

SN12 7LQ

01225 709515

# Deputy Childcare Manager

**Salary** In the region of £10 per hour, depending on experience

**Hours** 37 hours per week. Applicants must be flexible to work from Monday to Friday between the hours of 8:00am and 6:00pm, all year around.

**Location**  Queensway Chapel Nursery, Queensway, Melksham, SN12 7LQ

**Qualifications** NVQ Level 3 in Childcare & Education or equivalent

**Responsible to** Nursery Childcare Manager

**Purpose of Job** To work under the direction of the Childcare Manager and deputise for them as and when required. To support the aims and objectives of the nursery and assist the Childcare Manager in the organisation of a high quality establishment for children from birth to 8 years. To act as Deputy Designated Safeguarding Lead. This role will be partially Supernumerary.

**Start date 20th April 2020/ASAP**

## Job Specification

Queensway Chapel Nursery is looking to appoint a Deputy Childcare Manager to assist in the day to day running of the nursery.

Duties will include:-

To deputise in the Childcare Manager’s absence.

To promote the aims and objectives of the nursery.

To promote the high standards of the nursery at all times to parents, staff and visitors.

To ensure the provision of high standards of physical and emotional care.

To ensure that the welfare and safety of the children is paramount within the setting, and any child protection concerns are always appropriately acted upon, following MASH guidelines.

You must:-

Be flexible and creative and have the commitment to provide first class childcare.

Have the ability to promote good practice in a professional manner.

Have good organisational skills.

Have a positive, can-do attitude.

As part of our commitment to safeguarding children, all posts are subject to an enhanced DBS check and reference checks. Successful applicants will need to provide proof of their ‘right to work in the UK’. The initial cost of the DBS will be covered by the Nursery but you will be required to sign up to the annual update service.

Nursery poloshirts and cardigans will be supplied. 30% discount for staff childcare. Sick pay may be paid for up to 12 weeks after 1 year’s service. You will get a 30 minute paid lunch break.

If you would like an application pack or more information about this position, please contact the Nursery on the above telephone number, email us at [preschool@queenswaychapelnursery.co.uk](mailto:preschool@queenswaychapelnursery.co.uk) or download an application pack from our website [www.queenswaychapelnursery.co.uk](http://www.queenswaychapelnursery.co.uk)

Job Description – Deputy Childcare Manager

**Purpose of Post:**

* To work under the direction of the Childcare Manager and deputise for them as and when required.
* To support the aims and objectives of the nursery and assist the Childcare Manager in the organisation of a high quality establishment for children from birth to 8 years.
* To provide high levels of childcare and education – to include the monitoring and review of provision, this includes providing a safe, caring environment to enable the emotional, social and educational development of children, through individual support and group activities.
* Assist in the leading and implementation of the Early Years Foundation Stage Framework and any other legal/statutory frameworks.
* To direct and support staff as agreed by the Childcare Manager.
* To act as Deputy Designated Safeguarding Lead.

**Responsible to:** Childcare Manager

**Main Duties:**

* To promote the aims and objectives of the nursery.
* To promote the high standards of the nursery at all times to parents, staff and visitors.
* To ensure the provision of high standards of physical and emotional care.
* To ensure that the welfare and safety of the children is paramount within the setting and any child protection concerns are always appropriately acted upon immediately, following MASH guidelines.
* To follow all Local Authority Safeguarding Procedures, attend relevant meetings, and plan as part of a Multi-Agency approach to safeguard children from harm.
* To attend relevant Safeguarding training.
* To lead a team of professional workers and to ensure good practice at all times, including staff induction, supervision and appraisal.
* To attend relevant training/conferences/meetings to support professional development, keeping up to date with childcare/education practice and cascading to staff team.
* To assist the Childcare Manager in setting, implementing and reviewing policies for the nursery.
* To assist with the planning and organisation of staffing rotas.
* To be responsible for implementing and monitoring systems of observation to enable children’s progress and achievement.
* To be responsible for maintaining Health and Safety Standards, as per the Health and Safety Policy and the Nursery Risk Assessment. Ensuring staff compliance and awareness.
* To ensure high standards of hygiene and cleanliness are maintained at all times.
* To ensure the provision of a high quality environment to meet the needs of individual children, having an awareness of any disabilities, family culture and medical histories.
* To guide all team members with the early identification and intervention for children who may benefit from additional support regarding their physical, emotional and social development.
* To ensure confidentiality of all information received.
* To assist with staff development and training.
* To assist the Childcare Manager in the supervision of training of students and volunteers in placement within the nursery.
* To liaise and facilitate close partnership working with parents, other family members and staff to help ensure the particular needs of children are met, and that parental choice is considered in terms of care given.
* To liaise with outside agencies as required.
* To assist both the Childcare Manager, and the Charity Business Manager with the efficient upkeep of the building and maintenance/stock of equipment, furnishings and fittings.
* Maintaining staff awareness of the statutory requirements of the EYFS to ensure a safe working environment for staff and children.
* To be involved fully in termly staff meetings, planning meetings, parent’s evenings, fundraising events and training sessions outside working hours, as required.
* To be aware of the high profile of the setting and to uphold its standards at all times both within work and outside.
* To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Nursery Manager, or the Charity Business Manager.

**Role for Deputising in Manager’s Absence**

* To be responsible for the day to day running of the nursery.
* Deal promptly and effectively with all complaints.
* Taking appropriate action should a child have an accident or become unwell whilst in the nursery’s care.
* Management of staff to include organising rota’s, staff absences, management of key time and planning for Room Leaders.

Queensway Chapel Nursery

**Deputy Childcare Manager**

|  |  |  |
| --- | --- | --- |
| **Person Specification** | **Essential** | **Desirable** |
| NVQ Level 3 in Early years Childcare or equivalent. |  |  |
| Behaviour Manag**e**ment Training |  |  |
| First Aid Qualification |  |  |
| Management Training |  |  |
| Relevant Early Years Level 5 Qualification |  |  |
| Advanced Safeguarding Training |  |  |
| At least 2 years’ experience in a senior role. |  |  |
| Excellent knowledge of Early Years Foundation Stage. |  |  |
| Previous experience of acting as a Deputy Designated Safeguarding Lead for a Nursery or similar setting. |  |  |
| Up to date knowledge of Health and Safety Legislation. |  |  |
| Knowledge and understanding of Equal Opportunities |  |  |
| Experience of record keeping and general Nursery administration. |  |  |
| Experience of liaising with professional bodies e.g. OFSTED, local authorities and training providers. |  |  |
| Good management and observation skills. |  |  |
| Excellent organisational and administrative skills. |  |  |
| Excellent verbal and written communication skills. |  |  |
| Able to work with autonomy when required. |  |  |
| High energy levels and enthusiasm. |  |  |
| Computer literate with knowledge of basic computer packages e.g. Microsoft Office and the Internet. |  |  |
| The passion and enthusiasm to continually reflect and improve practice. |  |  |

# Queensway Chapel Nursery

# APPLICATION FOR EMPLOYMENT

## Applicant’s Name

Deputy Childcare Manager

## Title of post applied for

Closing Date

## GUIDANCE FOR COMPLETION OF THE APPLICATION FOR EMPLOYMENT FORM

## **Completing your Application Form**

## Read through the information you have been sent, and particularly study the advertisement, job description and person specification, (where applicable).

* Complete as fully as possible all of the sections. If any information requested is not applicable to you then please state this in the relevant section.
* Curriculum Vitae (CV) – Please do not enclose a CV. You are asked to complete the application form in full. It is acceptable to provide additional information in support of your application, but this should be relevant to the job you are applying for.
* Returning Your Form – Please return to the address given. All applications received are handled in accordance with the requirements of the Data Protection Act 1998.

## This information has been compiled to assist you in the completion of the application form.

## Please remember the application form is an essential part of our selection process, and the information you give will assist in selecting a shortlist of candidates for interview, it is therefore important that you complete the application in full.

## **PERSONAL DETAILS**

|  |  |
| --- | --- |
| FORENAME/S | SURNAME |
| Preferred Title (e.g. Mr, Mrs) | Previous Surname/s |
| Address:  House Number/Street Name  Town  County  Post Code | Known as |
| Home Telephone Number |
| Mobile Telephone Number |
| Work Telephone Number |
| Email Address (Please be aware this email address will be used for correspondence relating to this application if disclosed) |

## **SECONDARY/FURTHER EDUCATION (Including NVQs)**

|  |  |  |  |
| --- | --- | --- | --- |
| School, Colleges etc | Level of Exams | Subjects, with grades | Dates completed |
|  |  |  |  |

1. **HIGHER EDUCATION (if applicable)**

|  |  |  |  |
| --- | --- | --- | --- |
| University, Polytechnic, College | Qualification/s (with main subjects) | Grade/s | Dates completed |
|  |  |  |  |

## **PRESENT EMPLOYMENT (or most recent if currently not working)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employer** (with address & contact name for reference purposes) | Dates | | Salary | Notice Period | Reason for Leaving this Post |
| From | To |
| Employer  Contact Name  Address:  Street  Town  County  Postcode |  |  |  |  |  |
| Job Title |  | | | | |
| Main Duties | | | | | |

Please indicate in the box with an X if you wish to be consulted prior to

an approach being made to your current employer for a reference

## **PREVIOUS EMPLOYMENT** (Please start with the most recent and work backwards, ensuring that all periods of time are accounted for, and any gaps in employment are explained. You may attach an additional sheet if required. **Please note that references may be sought from these employers prior to interview).**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employer** (with address & contact name for reference purposes) | Dates | | Salary | Job Title & Main Duties | Reason for Leaving |
| From | To |
| Employer  Contact Name  Address:  Street  Town  County  Postcode |  |  |  |  |  |
| Employer  Contact Name  Address:  Street  Town  County  Postcode |  |  |  |  |  |
| Employer  Contact Name  Address:  Street  Town  County  Postcode |  |  |  |  |  |

## **PERSONAL REFEREE**

Please state the name and address of a person who you have known for at least three years, and who may be approached for a reference. You should quote someone who is currently employed in a position of responsibility. If you are self-employed you should quote a client or your accountant or solicitor. References will be sought from your current employer and may be sought from your previous employers but it would be helpful if this personal referee can comment on your suitability for this post eg. Church Leader. Where a previous employer’s reference cannot be obtained you should supply details of a second personal referee

It is important that you make this person aware of the possibility that they may be asked to supply a reference for you.

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Position/Profession | Address | Tel. No. | Capacity in which you are known to this person |
| Name  Position/Profession | Street  Town  County  Postcode |  |  |

## **CONVICTIONS**

Please give details of any convictions, including the date of conviction and the sentence imposed (a criminal record will not necessarily be a bar to obtaining a position with Queensway Chapel Nursery).

* + - 1. Road traffic offences should be included.
      2. Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions or cautions or bind over orders could result in dismissal or disciplinary action by the Authority. All convictions or cautions or bind over orders must therefore be disclosed.

|  |  |  |
| --- | --- | --- |
| Conviction | Sentence | Date |
|  |  |  |

If your application is successful, you will be required to obtain a “Disclosure” from the Disclosure & Barring Service. Employment with Queensway Chapel Nursery will be conditional upon the results of the “Disclosure” obtained, which will indicate your suitability to work with children, young adults or vulnerable adults.

## **DECLARATIONS**

Do you have regular access to the use of a car, if required for this post? YES/NO

Do you require a work permit? YES/NO

Please note:-

* Deliberate omission or falsification of information could lead to the disqualification of your application or later dismissal, if appointed.
* The appointment is subject to satisfactory evidence of your medical fitness, and the results of a “Disclosure” from the Disclosure & Barring Service, where applicable.

Please sign and date here to confirm that the information given is accurate.

Signature …………………………………………………… Date \_\_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_

Please also complete Section 9 (Additional Information).

Completed application forms should be returned to:-

Lisa Angel

Queensway Chapel Nursery

Queensway

Melksham

Wiltshire

SN12 7LQ

## ADDITIONAL INFORMATION

1. Please describe in more detail any experience, skills etc. you have which are relevant to this job, (referring to the person specification for this post), or any project or voluntary work, caring duties or hobbies that you feel are relevant.
2. Please give your reasons for applying for this post.