

Assistant Deputy Manager of Out There Kindergarten

The Manager is responsible for the daily running and administration of the Kindergarten whilst adhering to the Company policies and procedures at all times.

The Deputy Manager supports the Manager in this role whilst also acting as a key person to a group of key children and fulfilling the early years practitioner job role.

The role involves ensuring compliance with the Childcare Act 2006, all Health and Safety legislation, the Early Years Foundation Stage (EYFS) framework, and requirements as laid down by the Government and regulated by Ofsted.

Like the Manager, the Deputy Manager has Responsibility for:

Senior Leadership of the setting

- You will assist the manager of Out There Kindergarten in the smooth running of the day and liaise with them about logistics, routines, the daily and weekly briefing, fixtures in the 'work' calendar on family and any other tasks for the day.
- You will be co-responsible for ensuring the safety, safeguarding and well-being of the children and staff.

- (In the absence of the manager) you will step up to lead on the day and manage the site in their absence. This will include doing daily site checks, on-site and in the woods or delegating to other suitable persons.
- You will promote the setting's values and ethos among the children and team members and ensure that the values of Out There are adhered to when working through the day.
- (In the absence of the manager) you will ensure records are properly maintained and updated, e.g. the daily attendance register, accident and incident records, child absences. You will support team members to maintain records.
- You will assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) for guidance.
- You will liaise with the Director and other professionals as necessary to ensure that all legal and statutory requirements are implemented according to the statutory requirements.
- You will offer all children equal opportunities with regard to their religious persuasion, racial origins, gender, disabilities, cultural or linguistic background; in particular, challenging situations where racism or discrimination is displayed.

- You will help to implement any recommendations/improvements that arise from parent feedback surveys, self-evaluations and action plans and regulatory inspections.
- You will contribute to and implement all Out There policies and procedures and risk assessments.
- You will report on and advise the Manager of any concerns around the health and well-being of children, specific families or health and safety issues in the environments, preserving confidentiality as necessary.
- You will undertake any other reasonable duties as directed by the director in accordance with the setting's business plan/objectives.
- You will attend relevant training to keep skills and knowledge up-to-date.

Partnership with Parents, wider community and the registered person

- You will liaise closely with parents/carers, informing them about the setting(s) curriculum or activities, exchanging information about children's progress and promoting and encouraging parents' involvement.

Leadership of the staff team and staff development

- You will lead the kindergarten team in a considered way, with compassion and humility, to ensure that each practitioner is inspired, committed and working to the best of their abilities and skills.
- You will be a positive role model to the team, motivate and nurture them and help create a 'safe space' for everyone to talk and share so everybody feels values and opinions are listened to and respected.
- (In the absence of the manager) You will help to manage staff absences and staff shortages both on the day and in advance by keeping records on family, reviewing and adjusting the rota and notifying 'the office' if cover is required.
- (In the absence of the managers) you will help fulfill 'other' manager responsibilities related to leading a staff team inc. carrying out supervisions and inductions, leading and recording team meetings and purchasing food and resources.
- You will ensure that it is possible for the setting to run smoothly in the absence of the managers through appropriate delegation and team-work and you will provide cover or help to arrange cover if staff are unable to complete their hours due to sickness or training. For

example, by covering after-kindie club or arranging cover from within the team.

Forest School Leader Role (if applicable)

If you also have a Forest School Leadership qualification, there are additional roles and responsibilities involved. These are laid out here.

- To promote the 6 principles of Forest School as set out by the Forest School Association within the organisation.
- To take a lead on Forest School sessions and activities on public woodland and at the scout hut including at holiday clubs when required.
- To risk assess and carry out health and safety checks at the FS site, and when walking to and from the site, using the Forest School Handbook and associated risk assessments to guide you.