

Recruitment Pack

DEPUTY MANAGER



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Attached

- Equality and Diversity Monitoring Form
- Declaration Form
- Privacy Notice for Job Applicants



Welcome

Hello

Thank you for your interest in working with us at Footsteps Nursery.

We're an enthusiastic and energetic team who are passionate about early years education and are committed to ensuring every child reaches their full potential. The role of the Deputy Manager will give you the opportunity to provide the highest standard possible of early years care and education.

We are looking for someone who combines their knowledge of the Early Years Foundation Stage (EYFS) with a desire to inspire others. If this describes you, we look forward to hearing from you.

For an informal chat about the role and our organisation, please call me on (01900) 872011.

Kind regards

Karen Fisher
Nursery Manager

Key Dates and Selection Process

Application Process

To apply for the role of Deputy Manager, please provide a C.V. and a statement (no more than 2 pages) on why you are the person we are looking for.

Please also complete and return the enclosed Equality and Diversity Monitoring Form and Declaration Form.

Please ensure your C.V. includes:

Contact Details

- Full name and address.
- Telephone Number and when is the best time to contact you.
- Email address.

Employment History

- Starting with the most recent, give details of current and previous employment. Include the employer name and location, your job title and main duties and your reason for leaving or wanting to leave. Please also explain any gaps in your employment history.

Education and training

- Level 6 Hons Degree; Early Years Teacher Status.
- Any current studies.
- Any professional titles and any professional bodies you are a member of.

Other Information

- Any outstanding disciplinary matters or other information you feel is relevant.
- Details of two referees (one should be your present or most recent employer).
- Whether you hold a clean, current driving licence.

Closing Date for Applicants

Friday 4th January 2019 at 9.00am

Candidates will be shortlisted by 3.00pm on Monday 7th January 2019.

Please make sure you provide us with your email address and mobile telephone contact information.

Interview and Selection Tasks

Tuesday 15th January 2019

Shortlisted candidates will be interviewed by the Chief Executive Officer (CEO), Nursery Manager and Deputy Manager and take part in selection tasks. The process will last approximately one and a half hours.

Preparation required for selection tasks :-

Please bring along your Development Matters in the EYFS.

Prepare and deliver a 15 minute presentation to outline your understanding of a child's centred approach in relation to planning and providing an appropriate environment.

You will be informed of the outcome of the selection day as soon as possible.

References will be taken up before a written offer of employment is made. Referees will not be contacted without your prior permission.

About Footsteps Nursery

Footsteps Nursery is owned by Westfield Housing Association; a small charitable housing association based in the Minto Centre, Westfield, Workington. The Association is committed to enhancing and improving the services it delivers and as part of this commitment provides half price childcare for their tenants and staff. Footsteps Nursery has the capacity to care for 108 children per session. The children are cared for by highly qualified, experienced early years professionals, in an environment which has been carefully designed to meet the needs of all children in our care. There are opportunities for children to explore, create and solve problems. Space, both indoors and outdoors where they can work alone or together. We operate a Key Worker system, providing each child with his/her special adult ensuring consistency of care.

We offer 2, 3, & 4-year-old grant funded places delivered flexibly, meeting the individual needs of our families, helping to remove barriers to training and employment. In September 2017 thirty hour 3 & 4-year-old places were available to families who met the criteria. These hours can be accessed in any combination across 38 weeks (school term) or 50 weeks (across 12 months).

In 2018 Footsteps Nursery was awarded its third consecutive OUTSTANDING award by Ofsted. Determined to keep improving our practice Nursery staff continue to research early years theorists; in 2015 we became inspired by the work of Fredrick Froebel whose theory still has an impact on modern day practice. Fredrick Froebel (1782 – 1852) the German educationalist is best known for creating the 'kindergarten system'. Froebel firmly believed that children learn through spontaneous play. He sought to encourage the creation of educational environments that encourage children to play and develop independence in a safe environment. The similarities between our current ethos and Froebelian beliefs are so strong that we have adopted many of his principles. Froebel believed that, *when children engage with the world, understanding unfolds*.

Our vision is to provide a warm, caring environment where children can feel safe and parents feel welcome, valued and respected. To support the children to reach their full potential, allowing them to develop at their own pace with particular regard to individuality.

Here at Footsteps Nursery we believe that every child deserves the best possible start in life. We adhere to the Statutory Framework for the Early Years Foundation Stage 2017 which is a mandatory framework for all early year's providers and seeks to provide quality, consistency and a secure foundation through learning and development, partnership with parents and equality of opportunity.

What we will want you to do ...

Position:

Deputy Manager

Responsible to:

Nursery Manager

Description of the Job:

- To support the manager in the day to day running of the nursery.
- To ensure each member of staff responds to the range of needs of each child within their family, promote social inclusion and community participation.
- To have regard to the SEN Code of Practice, operate within the SEN policy acting as SEN Co-ordinator as and when required.
- To have regard for Safeguarding policies and procedures, acting as designated Officer as and when required.
- To share responsibility for the overall wellbeing of all children in the setting.

Specific duties:

- The Deputy Manager will assume responsibility for services in the Nursery Managers absence.
- To assist the manager actively, engage and lead with staff deployment.
- To actively participate in the supervision of all staff.
- To support the implementation of the 'Early Years Foundation Stage' throughout the setting.
- To ensure the smooth transition, from one area to another, or from one provider to another, ensuring that information about the child's achievements and progress in relation to 'Development Matters' is passed on to the relevant person, using Cumbria County Councils Children's Services 'Progress Check' and the child's individual 'Celebration of the Early Years' document.
- To ensure staff provide a warm welcome to all children, parents and carers promoting parental involvement in their children's learning.
- To have regard to the 'Working in Partnership with Parents' policy, ensuring staff actively promote parental involvement in their children's learning.
- To ensure that staff prioritise the importance of children, parents/carers experiencing a sense of belonging.
- To ensure that staff value each individual child, enabling them to develop a positive self-image.
- To demonstrate a sensitive approach to equal opportunities, cultural and religious variations.
- To contribute to and actively promote a safe, clean well maintained environment with particular regard to risk assessment.

- To implement and have particular regard to Health and Safety, sharing responsibility with the manager for up-dating policies
- To administer first aid and be responsible for recording and reporting the details as required by the Early Years Foundation Stage Welfare Requirements.
- To maintain and monitor the availability of first aid equipment and documentation.
- To ensure staff assist children with and promote a high standard of personal hygiene including dental hygiene.
- To actively promote the healthy eating policy adopted by the setting.
- To attend and participate in meetings as required by the Nursery Manager.

General Obligations:

- To be able to work without direct supervision for short periods of time.
- To promote a caring, helpful unbiased attitude towards children, parents/carers and members of the wider community.
- To play a role in the “team approach” throughout, providing cover for absent colleagues as may be required.
- To implement the Nursery’s equality and diversity policy in all aspects of the post-holder’s work and in dealing with outside bodies.
- To carry out the post-holder’s responsibilities in relation to health and safety.
- To carry out any reasonable duties, which may be identified by the Nursery Manager.
- The Nursery operates a “No Smoking” policy throughout the building and all outdoor areas.

No job description can cover every issue which may arise within the post at various times and the post-holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.

Who are we looking for ...

Criteria

Behavioural Competencies

- Able to relate to all in a friendly and professional manner
- Able to work as part of a team
- Committed to work to a consistently high standard
- Able to understand the importance of reflection; being able to reflect on personal practice
- Ability to evaluate practice
- Have a commitment to personal CPD participation in regular in-service training
- Ability to form and maintain effective working relationships as part of the nursery team and within the whole centre
- Commitment to Continuous Personal Development

Skills and Knowledge

- A sound understanding of the EYFS Welfare Requirements
- A sound understanding of equality and diversity
- Confident with the Early Years Foundation Stage Development Matters
- Demonstrate a commitment to child centred early years practice
- Demonstrate a sound knowledge of child development in order to understand children's reactions and interactions
- Able to work with children 3 months to 5 years
- Have good verbal and written communication and inter-personal skills
- An ability to be non-verbally expressive
- Able to plan and evaluate activities within the early years range
- Experience of various ICT applications
- Able to share information with parents and support them within their role
- Able to lead and manage a team of early years professionals
- Able to respect and maintain confidentiality

What you will get in return

Position

Footsteps Nursery Deputy Manager

Salary

The salary scale for this post is within the range of £21,035 and £22,593 (20hr) Pro-Rata depending upon skills, experience and competencies.

Annual Leave

25 days per annum increasing by one day per annum up to 30 days maximum, plus bank holidays and three nominated days at Christmas/New Year.

The annual leave year is 1st April to 31st March and there is provision to buy/sell up to 5 days leave at the start of each year.

Place of Work

The Association's office is The Minto Centre, Nilsson Drive, Westfield, Workington, Cumbria, CA14 5BD.

Working Hours

The hours of work are 20 hours worked over 5 days (Monday to Friday).

Pension Scheme

As from 1st April 2014 it has become compulsory for all qualifying employees to be auto-enrolled into a qualifying scheme. Westfield Housing Association is currently using the Social Housing Pension Scheme managed by TPT Retirement Solutions; the employee contribution rate is 3% – 7.5% of salary with the Association contributing twice the employee rate (up to a maximum of 15%).

Employment of Disabled People Policy Statement



1. It is the Association's policy that disabled people should have full and fair consideration for all job vacancies for which they are suitable applicants. This means that all applicants with a disability who meet the minimum criteria for a job vacancy will be interviewed and considered on their abilities.
2. The Association will continue to maintain in employment, wherever practicable, employees who become disabled during their working life and will help with their rehabilitation and retraining.
3. The Association wishes to help disabled people to realise their full potential by ensuring that they receive equal consideration for career development and promotional opportunities.
4. Wherever practicable, the Association will modify job requirements, procedures or equipment to make full use of an individual's ability.
5. In order to make this policy work effectively, close links will be maintained with the local Disability Employment Adviser and other specialist voluntary bodies, where appropriate.