



FAIRFORD CHURCH OF ENGLAND PRIMARY SCHOOL

Isaiah 49:16 'I have written your name on the palms of my hands'.

Actively learning together in a safe, happy environment shaped by the certainty that each individual is loved and known by God.

Pre-School and Nursery Deputy Manager – Job Description

Grade: 5 (SCP 11-14)

Purpose of Post

- To co-ordinate the day to day running of the pre-school and nursery in partnership with the Pre School and Nursery Manager, under the overall direction of the EYFS Lead, in order to provide a caring, safe, secure and stimulating environment, in which to deliver high quality education and care for young children.
- To plan a range of activities based on an observation and assessment cycle for children aged 3 – 4 years (in partnership with the other Co-Ordinator).
- To act as a Keyworker to a group of children and co-ordinate other staff in the carrying out of this task.
- To work under the direction of the EYFS Lead to give support to other staff within the setting

Key Areas

- Work with Children
- Team work and team leading
- Liaise with Parents/Carers/Outside Agencies

Responsible to

Pre School and Nursery Manager

EYFS Lead

SENCO

Main Duties

- To promote the aims and objectives of the Setting;
- To be responsible for safeguarding and promoting the welfare of children throughout the school and always act in the interests of the child.
- To promote the high standards of the Setting at all times to parents/carers, staff and visitors;



Fairford C of E Primary School, The Park, Leafield Road, Fairford, GL7 4JQ

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- To ensure the Setting maintains a high standard of physical and emotional care;
- To assist with the development and implementation of systems to monitor and record child development;
- To act as a Keyworker to a group of children, liaising closely with parents/carers to ensure individual needs are met, and to be responsible for observations and record keeping relating to the progress and development of key children;
- To co-ordinate the preparation of materials and equipment;
- To ensure high standards of hygiene and cleanliness are maintained at all times;
- To ensure the Setting maintains a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development;
- Work requires bending, kneeling and crouching for periods of time and may also involve lifting or holding children during planned activities, and changing nappies/toileting duties;
- Activities will occur both inside and outside;
- Promoting positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour;
- To ensure confidentiality of information received;
- Contributing to the overall ethos/work/aims of the pre-school and school;
- Liaise with parents/carers, other family members and staff to help ensure that 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 co-lead pre-school and nursery staff team meetings along with the Pre School and Nursery Manager and to attend EYFS team meetings and training sessions;
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Pre School Manager and EYFS Lead;
- To actively promote and support the safeguarding of children and young people in the workplace, ensuring that all staff and volunteers observe Setting policies and procedures to keep children safe from harm;
- Having a positive approach to continuous professional development

