

## Job Description

# Deputy Manager (Childcare)

**Job Title:** Deputy Manager (Childcare)

**Department:** Children, Youth and Families

**Responsible to:** Childcare Manager

**Location:** YMCA Newark & Sherwood Community Activity village

**Hours:** 37.5 hours per week

**Salary:** £25,500 per annum

### Job Purpose

- To support the Childcare Manager with the running of the Before and After School Clubs for 0 – 11-year-old, deputising in their absence.
- To support the Childcare Manager with the running of the Nursery, deputising in the Deputy Childcare Manager (Nursery) absence.
- To support the day to day running of the Before and After School Clubs and deliver the highest quality care and education for all children to achieve and maintain an Outstanding Ofsted judgement.
- To have an in-depth knowledge and understanding of the requirements of the Early Years Foundation Stage (EYFS) Framework.
- To comply with all EYFS, OFSTED and Health & Safety legislation.
- To provide professional leadership and management to the Before and After School clubs and Nursery as required.
- To support the development of an organisational culture that puts the YMCA's Christian Core Values - Caring, Honesty, Respect and Responsibility - at the centre of all we do.

### Principal Responsibilities

1. Support the Childcare Manager in ensuring all aspects of the EYFS curriculum is delivered to a level of Outstanding quality.
2. Support the Childcare Manager in maintaining good communication and promoting a positive team environment within the Before and After School clubs.
3. Support the Childcare Manager with the recruitment, selection process, induction and training of new staff.
4. To support the Childcare Manager in managing YMCA Childcare Programme budgets.
5. To ensure that the facility is a safe, clean, welcoming and a stimulating environment.
6. To organise, maintain and store all resources and equipment to a high standard.

7. To organise and manage the consumables and stock levels for example, food, hygiene, cleaning and arts materials.
8. Support the Childcare Manager in monitoring and evaluating the effectiveness and quality of the services provided, recommending and implementing changes when necessary.
9. To support all setting administration including maintaining registers, staffing ratios, organising daily staff rotas, breaks and organising staffing cover in the case of staff absence, annual leave and sickness absence.
10. To support all Health and Safety considerations including completing risk assessments, making daily health and safety checks and ensuring compliance with relevant legislation.
11. To liaise with the village management team regarding health, safety, maintenance, and room booking requirements.
12. To supervise and support staff including undertaking regular informal and formal supervision meetings and session observations.
13. To support the administration of first aid when required, ensuring accurate records are maintained.
14. Ensuring that all YMCA policies and procedures including behaviour management, safeguarding children/adults and health and safety are fully adhered to.
15. To build and maintain positive partnerships within the community especially with parent/carers, head teachers and partnering organisations.
16. To keep abreast of relevant local and national government policy/ legislation in relation to childcare including Ofsted regulations.

## **Responsibilities of all YMCA staff, casual workers and managers**

### **1 Ambassador for the YMCA**

To act as an advocate and ambassador of the YMCA; promoting and exemplifying the YMCA's core values, mission, vision, and ethos and to positively and proactively protect the YMCA's reputation.

### **2 Other duties**

To undertake any other duties and responsibilities as may be assigned by your Line Manager or anyone else designated by the Chief Executive Officer, as necessary. To work in a flexible way to ensure that workload is completed and to undertake any other jobs commensurate with the seniority of the post.

### **3 Discretion to act**

To exercise discretion in the performance of the duties of the post, to use best practice and to ensure the effective and efficient use of resources.

Nothing in this Job Description is intended to authorise the post-holder to undertake responsibilities that belong properly to trustees and members of the Executive Management Team unless properly authorised to do so by the Chief Executive Officer directly or through an appropriate manager.



#### **4 Relationships and confidentiality**

To establish, maintain and enhance team-working with colleagues and staff of Nottinghamshire YMCA and to keep confidential all information about individuals and the business of YMCA Robin Hood Group. Any breach of confidentiality will be treated seriously and may lead to dismissal.

#### **5 Association ethos**

To support the Christian ethos and core values of the Association. The Association is committed to equality of opportunity and expects all staff and casual workers to abide by our Equality and Diversity Policy.

#### **6 Health and Safety**

To adhere to the Association's Health and Safety policies.

#### **Line Management Responsibility:**

Direct supervision of all childcare staff, agency staff and Nursery staff (as required).

Supervision of temporary and casual workers, students, work placements, volunteers, etc.



## PERSON SPECIFICATION

Please ensure that you address all the requirements marked with an "A" in the final column as we will be looking for this information when Shortlisting.

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Area	Criteria	How Assessed*
Experience	1.1 At least 2 years (EYFS Framework Point 3.23) in a management position in a childcare setting operating at least Good or Outstanding level.	A, I, T
	1.2 Experience in supporting children aged 0-11 in a learning environment	A, I
	1.3 Experience of liaising with parents/carers and developing and maintaining positive relationships	A, I
	1.4 Experience of supervising a large, diverse team	A, T
	1.5 Experience in managing the catering process within a childcare setting.	A, I
	1.6 Experience in marketing and advertising childcare settings (Desirable)	A, I
Knowledge	2.1 Knowledge of Health & Safety relating to nursery and childcare provision including food safety.	I, T
	2.2 Knowledge of Ofsted standards and inspections, for both early years and childcare registration	A, I
	2.3 Knowledge of supervising people within a childcare setting.	I
	2.4 Extensive knowledge of safeguarding children and young people	A, I
	2.5 Knowledge of relevant local and national government policy/ legislation in relation to childcare including Ofsted regulations.	A, I
Education/ Training / Qualifications	3.1 Level 3 or above in Early Years and Childcare	A, D
	3.2 Food Hygiene at a minimum Level 2 (Desirable)	A, D
	3.3 First Aid certificate / Paediatric first Aid qualification (Desirable)	A, D
	3.4 Hold a full and valid UK driving license (Desirable)	A, D

Skills & Abilities	4.1 Able to ensure that all administrative records are maintained and returned as required, including staffing rotas and deployment of staff,	I
	4.2 Ability to lead and motivate a staff team and undertake the day-to-day supervision of all staff, volunteers, and work experience students	A, T
	4.3 In depth knowledge of the importance of professional boundaries	I
	4.4 Experience of managing and responding to complaints	I
	4.5 Ability to ensure effective child development monitoring	I
	4.6 Ability to organise and run staff meetings	I
Other work related requirements	5.1 Ability to support the Christian core values of the Group	I
	5.2 Willingness to undergo a satisfactory enhanced DBS check and register with the Update Service	I, D
	5.3 Willingness and flexibility to travel between sites as necessary sometimes at short notice	I
	5.5 Understanding of the needs of children and adults from diverse backgrounds	I
	5.6 Willingness to work flexibly with hours suited to business need	A, I

\*When Assessed – (A) on Application form, (I) At Interview, (T) During Test, (D) From Documentary evidence e.g. references, qualifications, driving license etc

YMCA Newark & Sherwood is committed to promoting diversity and practicing equality of opportunity

YMCA Newark & Sherwood is committed to the protection of children and adults at risk

