Job description
Pre School Deputy Supervisor

Hours: 18.5 hours per week - 8.00 am - 11.30 pm Monday – Friday plus an additional 1 hour one day per week for planning, staying until 12.30 pm; term time only - 40 week contract; annual leave to be taken in school holidays

Grade: £8.43 per hour

Service: Paston Playdays Pre School, Peterborough

Reports to: Setting Supervisor

Principal Accountabilities:

1. To prepare and maintain a safe and stimulating Early Years environment
2. To support the setting supervisor and to step into their role when required.
3. To complete funding paperwork, collect fees, handle petty cash and all other administrative tasks requested.
4. To be responsible for a key group of children; completing observations, assessments and planning for them.
5. To engage with young children, using opportunities to progress their development and learning using appropriate teaching methods.
6. To contribute to monitoring documents and complete termly reports to share with parents.
7. To build strong, professional relationships with families.
8. To work within a team, sharing responsibilities including some cleaning tasks.
9. To continue with personal development and attend appropriate Local Authority courses.
10. To attend in house training and preparation days
11. To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:

    a) Being people focused
    b) Reflecting a 'can do' approach
    c) Striving for excellence in everything we do
    d) Having mutual respect for everyone we work with, work for and support through our services

12. To ensure you have an understanding (appropriate to your role) of, and comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.

13. To comply with Family Action's Diversity & Equality Policy and our Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.

14. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.

15. To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.

Person Specification

Pre School Deputy Supervisor
Peterborough Pre Schools

Job title:

1. Educated to level three or above with a recognised professional qualification in Early Years and evidence of a commitment to continuing learning and professional development.

2. Experience of working within an Early Years setting.

3. Ability to communicate clearly with service users.

4. Good standard of written English.

5. Ability to complete written reports to a deadline.

6. Willingness to work in the outdoor environment throughout the year.

7. Commitment to providing outstanding care and education at all times.

8. Able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:

e) Being people focused
f) Reflecting a 'can do' approach
g) Striving for excellence in everything we do
h) Having mutual respect for everyone we work with, work for and support through our services