



ID:1119 **Pre-School Deputy Supervisor (Maternity Cover)**

Salary: £11.94 per hour

Location: Paston Fundays PE4 7DH

Hours: 34.75 hours per week (term time only) – 38 weeks
8.15am - 3.30pm Monday – Friday
plus an extra hour once a week, until 4.30pm for planning

Contract: Start date of June 2024 & fixed term contract until March 2025 - this is a maternity cover contract which will be terminated when the substantive post holder returns to work in order to enable us to give them work. This is currently expected to be a 38 weeks fixed-term contract but this is subject to change.

Family Action & the Role's Impact:

Family Action is a registered charity, building stronger families since 1869. Today we work with more than 60,000 families in over 150 community based services, as well as supporting thousands more through national programmes and grants. We transform lives by providing practical, emotional and financial support to those who are experiencing poverty, disadvantage and social isolation.

Are you a skilled practitioner with excellent communication skills? Are you solution focused and passionate about making a difference? Do you have experience of taking on extra responsibilities within your current role? If so, Family Action has an exciting opportunity working within a small team to care for children aged 2-4 in our lovely early years setting.

Main Responsibilities:

You will be responsible as a key worker for progressing the learning and development of the children in your care. You will support the setting supervisor with leadership tasks and administrative roles and step up to lead in their absence.

Main Requirements (for details check the job description and person specification):

- You will hold an early years and childcare qualification at a minimum of level 3.
- You will be an energetic, self-motivated and innovative individual who is keen to bring along new ideas and make them happen.
- Good written skills for observation and report writing.
- You will have some experience of working at a senior level or be confident taking on additional responsibilities.
- Ability to organise workload, meet competing priorities and flexibility to adapt to changing work schedules.
- Ability to build positive relationships, communicate effectively, and work collaboratively.
- Commitment to equal opportunities, diversity and equality.
- Ability to align with and support Family Action's mission and values.
- Appointments are subject to Family Action receiving a satisfactory disclosure from the Disclosure and Barring Service.

**Benefits:**

- up to 6% matched-pension contributions.
- enhanced paid sick leave and paid family leave provisions;
- eye care and winter flu jabs vouchers,
- cycle to work scheme,
- investing in your professional development with ongoing quality training and career development opportunities.

We are forward looking, ambitious and committed to continuous improvement. We are a **people focused, can-do** organisation, which strives for **excellence** in all we do and operates with **mutual respect**

To Apply:

- **Complete:** the [Application Form](#) and send to: completed.application13@family-action.org.uk
- **Closing Date** : Friday 22nd of March at 09:00
- **To learn more about Family Action:** [Recruitment Pack](#)
- **To learn more about our terms & conditions:** [Summary Terms & Conditions of Employment](#)
- **To help us fulfil our commitment to diversity and promoting equal opportunities:** complete our anonymous [Equality & Diversity Monitoring Information survey](#)

For direct queries or if you would like to discuss any aspect of the selection process, please email **Karen Woodcock, Early Years Manager:** karen.woodcock@family-action.org.uk

Our commitment to Equality, Diversity & Inclusion:

We are happy to consider any reasonable adjustments that candidates may need during the recruitment process and you will be asked whether you require any adjustments if shortlisted for interview. We also make reasonable adjustments on the job, where required.

We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community. We particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQIA+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Family Action. We know that greater diversity will lead to even greater results for families and children and strive for our workforce to be truly representative of the diverse communities we support. We offer a guaranteed interview scheme for disabled applicants and will reimburse your travel cost if you attend an interview.