



**Waterton Pre-Schools
Deputy Manager
Application Pack**

Dear Colleague,

Thank you for taking the time to read this pack in considering if this is the role for you. If you are energetic, dynamic, dedicated and passionate about Early Years Education and Care, suitably qualified and have experience in the field I would love to hear from you. This is an exciting time for Waterton Pre-Schools as we open our third and fourth settings. You will work alongside our Senior Manager, your manager and myself and be part of the development from the start; designing and creating the learning environment and recruiting your team. You will have the opportunity to work closely with the managers and deputy managers of our other Pre-Schools, and have the support of the Pre-School's Business and Finance Manager and the Trust's Central Team.

We are looking to add to our excellent team of dedicated staff, most of whom have been with us for many years. We work closely with parents and carers, our schools, professionals and outside agencies such as special educational needs support services, social services and paediatric therapists.

The wellbeing of our staff is important to us. Our teams are supported via staff supervisions and annual performance management appraisals. Professional Development for all staff is built into our development plans to ensure that everyone can be the best practitioners that they can be and we keep up to date with our practice and provision for children.

Our mission is to provide high quality early years education and childcare in a friendly, safe, caring and stimulating environment where all children and adults are valued and treated as individuals, respected, feel confident and part of our Waterton Pre-Schools family.

If this sounds like something you want to be a part of then come and join us, make a difference, nurture our children to enable them to reach for the stars!



I love how independence is encouraged by the staff and children are encouraged to follow their interests.

**Claire
Manager**

I look forwards to hearing from you.
Yours sincerely,



Mrs Becky Cook
Executive Headteacher

Post title:	Pre-School Deputy Manager
Employer:	Waterton Pre-Schools
Reporting to:	Pre-School Manager
Location:	The Meadow Pre-School, Kinsley The Woodland Pre-School, Hemsworth [Wrenthorpe Pre-School, Wakefield – 4 days per week job share]
Salary:	Grade 5 £22,671.00 - £24,379.00 (£11.59 - £12.47 / hour)
Starting:	1 st September 2023
Hours:	37.5 hours per week: 51 weeks (closed Christmas week)
Job status:	Permanent

Waterton Pre-Schools is extremely excited to be opening two new settings in the Autumn of 2023 and are looking for dynamic, experienced practitioners to join us at the beginning of our journey in creating and developing our pre-schools for the children and families of the communities they serve.

Our aim is to create welcoming, safe, happy and inspiring pre-schools with highly skilled and trained staff that help to support children to thrive and achieve their true potential in an environment that is best suited to their needs. You will become an integral part of a team of passionate staff who work tirelessly to create an enjoyable learning experience for our children. The team will include an Executive Headteacher, a Senior Manager, Manager and Key Workers.

Our Pre-Schools offer sessional and full day care for children aged 2-5 all year round.

This is an exciting new role and brings with it an opportunity to work closely with the Pre-School Executive Headteacher, Senior Manager and Pre-School Manager to shape the direction of the service. This is a supervisory position and appropriate induction; training and support will be given to ensure the postholder is successful in this role.

The post is to commence 1st September 2023.

We are looking to appoint someone who:

- Is committed to supporting our common purpose of providing our children with the best possible Early Years Education and Care
- Has a sound knowledge of the EYFS and can plan and provide a suitable environment and activities to enhance learning
- Is committed to inclusion and can respect and cater for individual children's needs
- Is a good communicator and able to motivate and lead a team to deliver high standards
- Will be a supportive and welcoming presence in the setting and develop positive working relationships with parents, carers and professionals
- Can work under pressure and remain patient and calm
- Is resilient and adaptable to change with the ability to organise effectively

In return, we can offer:

- A friendly, welcoming pre-school set within a thriving and inclusive school
- A supportive and forward-thinking leadership team
- A competitive salary with annual increments
- Increased holiday entitlement over time
- Free DBS and update service
- A commitment to your professional development
- Free training
- Free parking
- Free uniform
- Free early years childcare within our settings
- Free refreshments
- A cycle to work scheme
- A health and wellbeing package
- An excellent pension package

Job Description

Job Title:	Pre-School Deputy Manager
Employer	Waterton Pre-Schools
Reporting to:	Pre-School Manager
Salary:	Grade 5 £22,671.00 - £24,379.00 (£11.59 - £12.47 / hour)
Workplace:	The Meadow Pre-School The Woodland Pre-School [Wrenthorpe Pre-School - 4 days per week job share]
Start Date:	1 st September 2023
Hours	37.5 hours per week: 51 weeks (closed Christmas week)
Holidays	25 days + bank holidays; increasing over time
Job status	Permanent

Purpose of the Post:	<ul style="list-style-type: none"> To assist with the responsibility for the daily management of the provision to ensure the highest standards of childcare are maintained. To support the team to provide an EYFS curriculum of stimulating and varied programme of activities and play opportunities whilst ensuring the safety and wellbeing of children in line with the policies of the organisation which enable all children to develop to their full potential. To assume the role of Deputy Designated Safeguarding Leader (DDSL) To be a Keyworker for identified children.
-----------------------------	---

Responsibilities:	<ul style="list-style-type: none"> Assist with ensuring adequate staffing ratios on a daily basis in line with EYFS guidance including arranging cover when staff are absent Ensure the safe entrance and exit of children from the provision interacting with parents and encouraging involvement Ensure all children are registered at key points and lunch orders are submitted in a timely manner Maintain awareness of activities throughout the provisions ensuring correct staffing ratios are maintained Act as a first point of contact for staff, supervising and guiding staff as required and dealing with any problems as they arise Undertake staff supervision meetings as directed Play a key role in planning and operations including staff appraisal with the Manager Assist with staff induction, mentoring and development of staff Promote high standards at all times ensuring in practise they are met Assist with the preparation and maintenance of space and resources to meet the needs of all children Check premises daily for safety, removing hazards or adapting activities in line with healthy and safety procedures Take responsibility during fire evacuations as designated officer To assist in welcoming prospective families and new children and ensure that new children settle in Oversee child progress files and discuss any concerns with staff or parents Liaise with parents/carers and agencies to help ensure that the particular needs of individual children are met Lead on arranging trips, beforehand and on the day ensuring all associated administration and safety checks are completed
--------------------------	---

	<ul style="list-style-type: none"> • To deputise for the Manager when absent • Assist the Manager with the efficient upkeep and maintenance of the rooms and grounds and stock of resources • Monitor security arrangements and lock up as per rota • Provide regular updates to the manager and report any matters needing attention or further assistance in accordance with policy, e.g. concerns about a child or staff member or safety hazard • Reporting to parents and attending parents' evenings when required • To lead on and participate in organised visits or events as directed • To share information passed on by parents / school staff with colleagues as needed to maintain high standards of safety and care • Undertake any administrative duties relevant and appropriate to this post • Order equipment and resources as directed • Other duties commensurate with the grade of the post as directed by the Manager <p>A Keyworker has responsibility to build a positive relationship and develop a group of named children and encourage and support all aspects of the children's learning, development and welfare in line with the Early Years Foundation Stage (EYFS)</p> <ul style="list-style-type: none"> • Assist in monitoring the safe entrance and exit of children from the provision interacting with parents and encouraging involvement • Assist in preparing the classroom for the activities and tidying away afterwards • Ensure a designated area of the classroom/outdoor space enhances children's learning and interests and is maintained with appropriate resources. • Listen to, encourage, stimulate children's learning and ensure their safety and wellbeing • Interact with children providing guidance and direction on resources and activities as required to support the children's intellectual, physical, social and emotional development • Monitoring and recording observations of the children's progress and development at agreed time intervals • Linking observations with the tracker, identifying next steps and providing opportunity for further development • Conducting 'on entry assessments' and preparing reports for keyworker children transferring to Reception Class. • Care for personal needs, e.g. washing and changing children as required • Supervising or assisting children with snacks ensuring requirements of the Food Hygiene Regulations are met at all times
Expectations of All Employees	<ul style="list-style-type: none"> • Full working knowledge and compliance with policies and procedures relating to child protection, health, safety and security, confidentiality, HR and data protection, reporting all concerns to an appropriate person. • Be aware of and support difference and ensure equal opportunities for all • Working knowledge of the education sector • Contribute to the overall ethos/work/aims of Waterton Pre-Schools • Appreciate and support the role of other professionals • Attend and participate in relevant meetings as required • Participate in training and other learning activities and performance development as required
Additional Information:	<p>The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.</p>
Responsibilities for Resources:	<p>Employees (Supervision): Playleaders, Keyworkers, Lunch Supervisors</p> <p>Financial:</p>

	<p>Some operational responsibility for day to day maintenance of equipment and premises including security arrangements</p> <p>Physical: Effective ordering and use of materials and resources.</p>
Customers and Clients:	<p>The post holder works closely with children and work involves some direct impact on the wellbeing of children through undertaking tasks or duties related to the post.</p> <p>Regular interaction with parents and on occasion with school staff</p>
Working Conditions:	<p>The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder.</p> <p>The nature of the post may involve periodic requirements for considerable effort, e.g. lifting or carrying of children.</p> <p>Outdoor working in all conditions at times throughout the day</p>
Characteristics of the post:	<p>The ability to occasionally attend meetings out of hours as required by the Manager.</p> <p>Employees are encouraged to participate in training activities in order to enhance their own personal development.</p> <p>All employees have a responsibility for promoting and safeguarding the welfare of children and young people.</p> <p>The employment checks are required:</p> <ul style="list-style-type: none"> • Evidence of entitlement to work in the U.K. • Evidence of essential qualifications – see page 1 of this job specification • Two satisfactory references • Confirmation of medical fitness for employment • Registration with appropriate bodies (where applicable) <p>The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:</p> <p>Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.</p>

Person Specification

AF: Application Form

I: Interview

CQ: Certificates/Qualifications

R: Reference

OT: Occupational Task

P: Presentation

Formal qualifications & relevant training	Level 3 qualification in early years childcare or child development	X		AF/C
	Safeguarding training	X		AF/C
	Level 4 or 5 qualification in early years management or related subject		X	AF/C
	Paediatric First Aid qualification or willingness to undertake training		X	AF/C
	Food Hygiene qualification / training		X	AF/C
Ability to undertake duties of the post	Experience in a senior role for an early years or relevant setting	X		AF/I/R
	Motivating and leading a team to deliver a high standard	X		AF/I/R
	Successful implementation and working within the EYFS statutory framework	X		AF/I/R
	General Data Protection Regulation awareness		X	AF/I/R
	Experience of report writing		X	AF/I/R
Includes abilities	Thorough knowledge of EYFS and safeguarding procedures	X		AF/I/OT
	Knowledge of particular health and safety issues relevant to age range	X		AF/I/OT
	Sound understanding of child development and meeting children's needs	X		AF/I/OT
	Experience of working in partnership with parents and stakeholders	X		AF/I/OT
	Creative in designing a programme of engaging activities to enhance learning	X		AF/I/OT

	Ability to effectively organise with constantly changing needs and demands	X		AF/I/OT
	Knowledge of Ofsted expectations and framework		X	AF/I/OT
	General administrative skills and a range of IT skills		X	AF/I/OT
Includes any specific physical requirements of the post (subject to the provisions of the DDA Act)	Ability to participate in physical play and active-based learning	X		AF/I
Issues relating to safeguarding and promoting the welfare of children and young people	Satisfactory DBS disclosure and standard Trust pre-employment checks Ability to work in a way that promotes the safety and well-being of children and young people	X		I/R DBS
	Friendly, patient and enthusiastic in nature	X		AF/I
	Ability to communicate effectively and relate well to children and adults	X		AF/I
	Professional approach	X		AF/I
	Committed to professional development in connection with the post	X		AF/I
	To work in accordance with our core values and behaviours	X		AF/I
	A commitment to equality/diversity in the workplace and the wide community	X		AF/I
	A commitment to safeguarding and promoting welfare for all	X		AF/I

Next Steps

Further Details

For further information about the post, please contact Pre-School Executive Headteacher Becky Cook on 01924 370 770 or email bcook@watertonacademytrust.org

To Apply

Completed application forms should be returned by email to meverett@watertonacademytrust.org by the closing date below.

Applicants are requested to submit a completed application form which can be downloaded from the recruitment page on the trust's website. www.watertonacademytrust.org

Selection Timeline

Closing date: Monday 5th June 2023 at midday

Shortlisting: Monday 5th June 2022

Interviews: Tuesday 13th June and Thursday 15th June 2023

Waterton Academy Trust is wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare and expect all staff and volunteers to share this responsibility. The Trust has policies and procedures relating to safeguarding and child protection available on request.

Waterton Academy Trust follows safer recruitment processes which all applicants will be subject to. This includes the interview process containing questions about the safeguarding of children and the disclosure of criminal records and other vetting checks.

An enhanced DBS check is required for the successful candidates, this process is completed by an online third-party company. All successful candidates are required to join the DBS update service.

The position is also subject to two satisfactory references. Shortlisted candidates will be asked to provide details of any unspent convictions and those that would not be filtered, prior to the date of the interview.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on request.

Waterton Academy Trust is wholly committed in ensuring that all employees, future employees and applicants are treated equally regardless of age, disability, gender reassignment, marriage and civil partnership, maternity, race, religion and belief, sex and sexual orientation.