**St. Winefride’s Preschool**

**Job Vacancy**

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| **JOB DESCRIPTION** |
| **Job Title** | Deputy Manager / Room Leader |
| **Reports to** | Preschool Manager and Committee |
| **Location** | Holywell |
| **Length of contract**  | Permanent |
| **Salary**  | £10.70 an hour |
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| An exciting opportunity has arisen at St. Winefride’s Preschool.We are seeking to appoint an enthusiastic and dedicated childcare professional to support the manager and act as a room leader. The position will require working within and leading a team of childcare practitioners delivering high-quality childcare in St Winefrides Preschool, an early years setting for children aged 2 to 4 years located in St Winefrides Catholic Primary School. The successful applicant will be a member of Management and is expected to be a registered person in charge. The successful applicant will work alongside and be supported by the Responsible Individual.This position is term-time only, Monday to Friday. Working hours averaged 8.30-3.30 however, flexible working hours and the opportunity to work from home is offered. Salary is divided over 12 months.Responsibilities for this role include: * Supporting the Manager and managing the Preschool in the absence of the manager
* Become a person in charge
* Managing a small team of staff
* Overseeing planning and management of each session and the delivery of activities
* Recording of daily registers, risk assessments and legal documents.
* Delivering the statutory requirements of a Flying Start setting, including relevant planning and Learning Logs for children.
* Working within the Standards of Care Inspectorate Wales
* Supporting and managing staff
* Sourcing equipment and resources
* Liaising with agencies and funding partners such as flying start, Children’s services, and Early years Wales.
* Health and safety, including COSHH, food hygiene documents

 The successful candidate should have* Desirable: Level 5 Diploma in Leadership for Children’s Care Learning and Development. Minimal Level 3 Children’s Care Learning and Development or equivalent. The opportunity to work towards a Level 5 will be available.
* Leadership experience in a Childcare setting
* Experience working in a Flying Start setting with relevant Flying Start knowledge and understanding
* Knowledge of the 30 hour Childcare Offer
* First Aid certificate / Food Hygiene / Safe Guarding Level 1
* Knowledge and understanding of the CIW minimum standards.
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| **Principal Accountabilities** |
| 1. Provide an inclusive enriched play environment in which children can develop physically, mentally and socially, feeling at ease and free to explore
2. Supervise the children at all times, ensuring that all policies and procedures are adhered to in accordance with legislation, regulation and CIW minimum standards (ECERS, ITERS, ESTYN, CIW and Healthy Preschool initiative)
3. Work within the Welsh Government programmes, including Flying Start and Childcare Offer to ensure that each child’s individual needs are respected and recognised targets and goals are set both personally and developmentally for each child to ensure they meet the required outcomes
4. Act as a key worker for children within your care, ensuring communication with parents is of high importance, which includes enabling them to develop an understanding of the importance of play at each stage of the child’s development.
5. Ensure smooth transitions are implemented and that all routines are followed.
6. Provide healthy snacks, meals and drinks to the children in line with the Healthy Preschools Initiative and dietetics advice
7. Be responsible for maintaining a healthy and safe working environment.
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| **Academic/ Professional Qualification** | **Essential / Desirable** | **How this will be assessed?** |
| Educated to at least NVQ/QCF level 3 (or equivalent) in a childcare discipline with experience of working within a childcare setting in line with the SCW Qualifications Framework. | Essential | Application / Interview |
| **Knowledge and Experience** |
| Experience working with children with additional needs, including speech, language and communication.  | Desirable | Application / Interview |
| Experience managing staff and overseeing the running of a small setting or room. | Essential | Application / Interview |
| Experience working within early years and being aware of Flying Start and the Childcare Offer. | Essential | Application / Interview |
| Evidence of identifying and further enhancing personal and professional development is essential. | Essential | Application / Interview |
| Paediatric First Aid, Food Hygiene, Manual Handling, Safeguarding Children  | Desirable | Application /Interview |
| **Skills** |
| Must possess well-developed and effective, all-round verbal and written communication skills.  | Essential | Application / Interview |
| Creative thinking and innovation by seeking and trying new and better ways of doing things and welcoming initiatives from others. | Essential | Application / Interview |
| Excellent teamwork, self-management and organisation skills | Essential | Application/Interview |
| Accurate and appropriate recording skills | Essential | Application/Interview |

Apply by sending your CV with a cover letter to St Winefride’s Preschool via email at stwinefridesplaygroup@outlook.com