

## Early Years Deputy Manager – Cashes Green Playgroup

Salary and Hours: £13.50 per hour, up to 35 hours a week, term time only (39 weeks of the year)

### Advert:

At Cashes Green Playgroup, we are looking for our next Deputy Early Years Manager to work alongside the team to continue to develop our setting. The successful candidate must be motivated, forward-thinking and enthusiastic with a passion for early years to give our children the best start in life.

To apply for this post or request more information, please contact the manager for an application pack and return to [cashesgreenpgcommittee@gmail.com](mailto:cashesgreenpgcommittee@gmail.com). Visits to the setting are encouraged; please make contact to arrange a mutually convenient time.

We are committed to safeguarding and promoting the welfare of our children and expect all staff and volunteers to share in this commitment. This post is subject to an Enhanced Disclosure and Barring Service check and any other vetting procedures as appropriate.

Closing date: 12 noon, Wednesday 13<sup>th</sup> December 2023

Interviews to be held: week commencing 18<sup>th</sup> December 2023

Starting date: Monday 29<sup>th</sup> January 2024 (or as soon as possible afterwards)

Contact: Sophie Tansley (Playgroup Manager) 07949868523



	Essential	Desirable
Qualifications, Professional Knowledge and Understanding	<ul style="list-style-type: none"><li>• Committed to safeguarding and promoting the welfare of children</li><li>• Child protection training</li><li>• NVQ Level 3 or above in Early Years</li><li>• Appropriately competent in English, maths and using a computer</li></ul>	<ul style="list-style-type: none"><li>• Paediatric First Aid certificate (willing to train if not held)</li><li>• DSL training</li><li>• EYFS SENDCo training (Level 3) OR current experience of funding and finances</li></ul>

Competence Summary	<ul style="list-style-type: none"> <li>• Able to contribute to and implement EYFS policies and procedures in line with statutory requirements</li> <li>• Recent working knowledge of planning for learning within the EYFS Framework and curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• Recent experience of working in a setting with a high number of vulnerable children and those with additional needs</li> <li>• Proven record of working in a team in an EYFS setting</li> </ul>
Work-related personal requirements	<ul style="list-style-type: none"> <li>• Good planning, communication and organisational skills</li> <li>• Personal skills needed to motivate staff within the setting</li> <li>• Creative thinking</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of supervising staff in the day to day running of an EYFS setting</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• Actively enjoys working with children and able to show empathy to their needs</li> <li>• Able to build positive partnerships with parents to support the varying needs of every family</li> <li>• Professionally discreet and able to respect confidentiality</li> <li>• Patient and resilient</li> <li>• A willingness to further develop own personal professional practice</li> </ul>	<ul style="list-style-type: none"> <li>• Recent professional development</li> </ul>