



Little Angels

Fun Club & Nursery Ltd.



“Empowering our children, parents and staff to achieve”

Candidate Information Pack June 2021
Deputy Manager

Dear Applicant,

Thank you for taking the time to learn more about this role. We are delighted that you are considering applying to join our staff team as a Deputy Manager.

We are looking for a Deputy Manager who is ambitious and passionate about the care and education of children – That will support and join our current team of experienced nursery nurses to achieve best outcomes for children.

Little Angels was originally established as a single setting childcare provider, the first of its kind in Cramlington, in September 1999 by Debbie and Ian Wylie when they were unable to find suitable childcare for their own son. The company has always been forward-looking, keen to provide the best care for children and the best training and support for staff.

The company now operates five sites, covering three local authorities as it has expanded opportunistically in response to a range of different situations. It won the tender for the Fenham setting in 2003; it entered Bedlington when parents asked Little Angels to take on a setting that had just gone into administration; it won a tender for childcare at Cramlington Village Primary School; and it was similarly successful in tendering for out-of-school club provision at Amberley Primary in Killingworth.

We are registered for around 500 children across all sites, and the company has developed a well-respected presence in the local communities that it serves. More than 20 years since its inception, Little Angels still seeks to provide the care and education that parents want and need as well as the personal touch and attentive feedback to families that help cement their trust and connection with the staff who care for their children. These qualities are the foundation on which Little Angels is built and embody the care that it offers.

Over the last few months, we have weathered the pandemic and streamlined our provision. Our parents have remained very supportive of Little Angels and the care we have provided throughout the crisis, as we ensured that our settings continued to serve the needs of critical workers, their children and families, as well as vulnerable children during difficult times.

We are now looking for a Deputy Manager at our setting at Bedlington Nursery.

We hope to appoint someone who will successfully uphold and achieve the absolute best standards and outcomes for our children, families, and staff.

You will be passionate about having an impact and making a difference to the lives of children, whether from vulnerable or privileged backgrounds. You will love spending time with the children, delivering inspirational learning. Be an excellent communicator and work alongside your team to achieve best experiences for children and their families.

What do I need to do if I want to apply?

Please read through the person specification and job description, and if you feel you meet the essential criteria, complete your application and return it to the email address here: littleangelsbedlington@gmail.com

The closing date for all applications is Friday 18th June 2021 when a selection event will be held. Those who are successfully shortlisted will be contacted to ensure adequate notice to attend an interview is provided. Please note that while we try to accommodate exceptional circumstances, the Covid regulations mean these dates are non-negotiable to ensure we follow government guidelines while also being fair and inclusive.

We look forward to receiving your application,

Victoria Solomon
Area Manager

Deputy Manager Job Description

Post title	Deputy Manager
Salary range	20k FTE
Location	Bedlington Nursery (and across the Little Angels sites)
Hours	40 hours per week
Holidays	FTE 28 days paid holiday (includes bank holidays.) An unpaid holiday scheme is provided for long service after two years rising to 33 days a year.
Start date	As soon as possible
Responsible to	Nursery Manager
Safeguarding	Please note that Little Angels is committed to safeguarding children and all roles are subject to at least two satisfactory references and appropriate DBS checks.

Purpose of Post

1. To provide a high standard of physical, emotional, social and intellectual care for the children in the setting.
2. To support the manager and work as part of a team in order to provide an enabling environment in which all individual children are safe and can play, develop and learn to the best of their ability.
3. To build and maintain strong partnership working with parents to enable children's needs to be met.

4. Support the manager in meeting all statutory requirements eg. curriculum, Ofsted, welfare requirements etc.

Responsible To:

Nursery Manager

Duties and Responsibilities

1. To assume the full duties of the Nursery Manager in their absence
2. To effectively deliver the EYFS ensuring that the individual needs and interest of children in the setting are met (in conjunction with other team members)
3. To keep records of your key children's development and learning journey and share with parents, carers and other key adults in the child's life as well as supporting other staff to do so.
4. Safeguard all children, understand the processes for reporting any safeguarding concerns and deputise as a DSL in the managers absence.
5. To develop and maintain strong partnerships and communication with parents/ carers to facilitate day-to-day caring and early learning needs.
6. To ensure the provision of a high-quality environment to meet the needs of individual children having an awareness of any special needs, disabilities, family cultures and medical histories.
7. To advise the manager of, or take responsibility in their absence, any concerns eg. children, parents, the safety of the environment etc. and preserve confidentiality as necessary.
8. To ensure good standards of hygiene and cleanliness are maintained at all times and be responsible for the Welfare, Health and Safety standards appropriate for the

needs of young children

9. To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
10. To be fully conversant with the EYFS Welfare Requirements and be fully up to date with the requirements of Keeping Children Safe in Education
11. Support and engage in an effective staff team.
12. To contribute to and be involved in out of working hours activities, for example, training, staff meetings, social/fundraising activities etc
13. To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.
14. To liaise with outside agencies as required.
15. To work alongside the manager and staff team to ensure that the setting's philosophy is effectively fulfilled.
16. To develop your role within the team and help other team members to develop and progress by supporting the manager with meetings and appraisals.
17. To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
18. To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.
19. Fully follow accident reporting procedures. Ensure the manager is aware of any accidents before the parents are informed or deputise for the manager in their absence.

20. Participate in the training programmes of a wide variety of students and assisting or training staff (for example, placements and volunteers), by giving guidance and support
21. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the manager or area manager.