

## **JOB DESCRIPTION**

**JOB TITLE: Deputy Day Care Manager – 37.5 hours per week**

**BASED: Dry Arch Sure Start – Limavady**

**RESPONSIBLE TO: Day Care Manager**

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### **JOB PURPOSE:**

The Deputy Day Care Manager will have responsibility in assisting the Day Care Manager in ensuring the delivery of top quality child care service.

### **MAIN DUTIES:**

1. Assisting the Day Care Manager in ensuring the overall safety and well-being of the children and for implementation of standards laid down by Management and adhere to the Social Services Registration Regulations.
2. Will be aware of Child Protection issues and ensure centre policy on Child Protection is implemented.
3. Will participate fully in planning and implementing planned activities, which allow children to experience creative, imaginative, manipulative social and physical play age appropriately and with the inclusion of natural materials.
4. Will ensure equipment is maintained and carry out routine safety checks of the Day Care area and equipment.
5. Will ensure record keeping is kept up to date as stipulated by Management and in time with requirements of Social Services e.g. Accident / Incident records, fire drill, developmental observations on children.
6. Will organise and ensure adequate supervision for trips and outings.
7. Will maintain relationships with parents and keep them fully informed of their child's overall development within the group.
8. Will be aware of family backgrounds and be active in identifying behavioural difficulties in children.
9. Will work effectively as part of the team.
10. Will keep confidential any personal information regarding children their families or staff learned through job such information will only be passed on in interest of a child i.e. Child Protection.
11. Assist the Day Care Manager with supervision, appraisals and any other duties as and when required.
12. To undertake any other tasks requested by Management in line with role.

## GENERAL DUTIES:

1. Attend training, supervision and development opportunities as directed by the Day Care Manager Manager in order to develop skills and knowledge and keep up to date with developments in the field of children's services and parent support and information.
2. Attend appropriate Safeguarding training.
3. Attend meetings and produce verbal and written reports as requested by the Day Care Manager
4. Adhere to all Centre policies and procedures.
5. Travel to other sites as and when required.

## EQUALITIES

- The post-holder must be aware of and support difference and ensure that children have equality of access to opportunities to learn and develop.
- S/he must have an understanding of and commitment to equal opportunities and anti-racism.
- S/he must actively challenge discrimination and social exclusion, being responsive to the cultural and social diversity of the reach area.

## POLICIES & PROCEDURES

- The post-holder must be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and follow correct reporting procedures.

Every member of staff has a duty to keep children safe.

***This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of Dry Arch Sure Start. You are also required to be flexible and adaptable with respect to your role.***

**PERSON SPECIFICATION**  
**Day Care Manager**

<b><u>ESSENTIAL REQUIREMENTS</u></b>	<b><u>DESIRABLE REQUIREMENTS</u></b>
<b>EDUCATION</b> <ul style="list-style-type: none"> <li>• A 3<sup>rd</sup> Level Qualification <b>or</b> NVQ Level 5 in Childcare/Early Years.</li> </ul>	
<b>JOB EXPERIENCE</b> <ul style="list-style-type: none"> <li>• Must have at least 3 years post qualifying experience working with children aged 0 – 4 years old and supervisory/ management experience.</li> </ul>	
<b>KNOWLEDGE</b> <ul style="list-style-type: none"> <li>• Working knowledge and good understanding of child development</li> <li>• Knowledge and understanding of the Minimum Standards and Childminding &amp; Daycare Regulations</li> <li>• Knowledge and understanding of confidentiality, professional boundaries and safeguarding children</li> </ul>	
<b>QUALITIES/ SKILLS</b> <ul style="list-style-type: none"> <li>• Have the ability to ensure paperwork and records are kept up to date</li> <li>• Must have the ability to provide warm and consistent care which promotes children's development</li> <li>• Must have the knowledge, understanding and commitment to treat all children as individuals with equal concern</li> <li>• Must have a caring disposition, integrity, and be passionate about working with children</li> <li>• Must be able to develop positive relationships with colleagues, parents, children and outside agencies</li> <li>• Must be a positive team worker with excellent written and verbal communication skills</li> <li>• Must be reliable and trustworthy</li> <li>• Must have excellent organisational skills and the ability to plan ahead and manage time efficiently</li> <li>• Must have a positive approach to completing further training</li> </ul>	

**FLEXIBILITY**

- Must be flexible and be prepared to work outside normal hours to fulfil the role, or to provide cover in both centres from time to time

***This post is classed as having a high degree of contact with children or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. Employment to this post will be subject to an enhanced criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions. You are also required to confirm whether anyone in your household is disqualified from working with children and vulnerable adults.***