# Deputy Manager – Job Description

**What is the purpose of the job?**

The role of the Deputy Manager is to support the Manager with the safe and successful running of OFK and to provide supportive and professional leadership and management to the team and to help ensure that all children receive the highest standards of Safeguarding, care and education. Your role is also to assist in driving OFK forward to become a respected and valued leader in the Early Years world.

You will hold a full and relevant qualification in Early Years at Level 3 or above and have at least 2 years experience supporting the management of an Early Years setting with understanding and ensuring the requirements of the EYFS and Ofsted are met.

Ideally you will hold a L3 Forest School qualification or be willing to qualify as soon as possible, which will be funded by OFK.

**Safeguarding requirement:** OFK is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

**Main duties:**

1. To support and drive forward term planning and seasonal curriculum plans in line with the setting and Forest School ethos, which take into account the requirements of the Early Years Foundation Stage (EYFS), and to help monitor the effectiveness of the setting’s forest school curriculum; this may include working with external professionals.
2. To support the Manager in the providing of high quality education and learning, supporting the Manager to ensure staff are properly deployed and the correct staff/child ratios are always maintained.
3. To support and help develop an appropriate action plan which enables the setting to achieve and maintain a minimum good Ofsted rating at the next inspection, but to strive to achieve outstanding.
4. To help be responsible for ensuring that performance management systems are in place and followed e.g. induction, probation, supervision, team meetings, appraisals and staff objective setting – training can be given.
5. To ensure that staff are appropriately supported to carry out their role effectively.
6. To help supervise the daily programme of ‘in the moment planning’ activities and events ensuring the cultural, medical and emotional/physical needs of the children are taken into account.
7. To help oversee the implementing systems of observation and record keeping so that children’s progress and achievements are effectively and regularly assessed; to monitor the effectiveness of assessment procedures.
8. To assist with organising and be part of the key person system and to effectively supervise staff on a daily basis and to help monitor the quality of teaching.
9. To ensure the daily site risk assessment is conducted and recorded by 8.20am each morning.
10. To be responsible for the updating of first aid kits and bags.
11. To liaise closely with parents/carers, informing them about the setting and its curriculum, exchanging information about children’s progress and encouraging parents’ involvement.
12. To help ensure that OFK is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times.
13. To support Manager, Ofsted services and other professionals as necessary and help ensure that all legal and statutory requirements are implemented.
14. To help support Manager to implement any recommendations made following regulatory inspections.
15. To follow all risk assessments, policies and procedures and help in the regular reviews of said risk assessments, policies and procedures.
16. To ensure that children attending the setting receive a balanced and healthy organic diet supplied by OFK.
17. To help ensure that accurate and up-to-date record keeping systems are kept up to date.
18. To undertake any other reasonable duties as directed by Dionne in accordance with the setting’s business plan/objectives.
19. To effectively manage all Safeguarding issues and compliance and be the DSL of the setting – See DSL Job Description.