



Job Title:	Deputy Childcare Manager
Accountable to:	Childcare Manager
Salary:	£19,000 p.a.
Location:	Bright Sparks, Skainos Square, Newtownards Road, Belfast BT4 1AF
Hours of work:	40 hours per week
Leave:	32 days per annum including statutory days
Pension:	National Employment Savings Trust (NEST)
Health Care:	Westfield Health Care after completion of probationary period
Childcare Voucher Scheme	A childcare voucher scheme is available
Probation:	This post is subject to a six month probationary period

Bright Sparks Childcare and Nursery are seeking to appoint a motivated and enthusiastic Deputy Manager to join our dedicated team of childcare professionals. We provide childcare for 87 children up to the age of 12 years in day care, pre-school and afterschool's settings.

Main Tasks

Support of the Manager

1. The Deputy Manager's primary role is to support and assist the Manager in the direct delivery and development of quality services to children attending Bright Sparks.
2. They will assist the Manager in the day to day management of the Childcare facility, liaising when necessary with parents/carers ensuring high levels of involvement and customer satisfaction at all times.
3. The Deputy Manager will spend up to 50% of time per day within a room setting to assess and ensure that the childcare provision is of the highest quality.
4. The Deputy Manager will act as the designated officer in the absence of the Childcare Manager and when deputising must be able to manage all aspects of the Nursery in the absence of the Manager.
5. The Deputy Manager ensure that Bright Sparks adheres to all relevant policies and procedures from its statutory partners (Belfast Health and Social Care Trust; Education Authority etc) and with all Bright Sparks own Policies and Procedures.
6. The Deputy Manager, will in concert with the Manager, develop and maintain professional relationships with relevant stakeholders e.g. local Council, Health and Social Care Trusts, Education Authority, regulatory bodies and other relevant agencies undertaking meetings and presentations as required.
7. The Deputy Manager, in consultation with the Manager, will proactively resolve complaints from Parents, Health Care Professionals and Staff in an effective and efficient manner.

8. The Deputy Manager, will on occasions, represent the Nursery and EBM at internal and external events as and when required.
9. The Deputy Manager will be an authorised key holder for the building and centre area.

Children

1. The Deputy Manager will at all times ensure the safety, care, welfare and happiness of the children in the Nursery. They will ensure that children have access to appropriate resources, equipment, activities and learning opportunities to reach and fulfil their development and potential.
2. The Deputy Manager will assist in the delivery of the Nursery Curriculum, using the EYFS framework and the pre-school curriculum.
3. The Deputy Manager will support the effective delivery of School Aged Childcare programme for 4-12 year olds.
4. The Deputy Manager will ensure all activities are appropriate for the children's developmental stage, monitor the content of the programmes and ensure that accurate and timely records are maintained in line with programme requirements.

Staffing

1. The Deputy Manager will assist the Childcare Manager in providing effective leadership and management of the childcare team including assisting in recruitment, induction and training.
2. The Deputy Manager will assist the Manager in ensuring the smooth running of the Nursery in compliance with registration and legislative requirements via the distribution of duties, rota management, monitoring of overtime, holidays and sickness.
3. The Deputy Manager will have specific responsibility for undertaking regular performance reviews; participate in and contribute to forward job planning, staff supervision, the identification and training and development needs of the team members.
4. The Deputy Manager will assist the Manager facilitate the development, support and supervision of students and volunteers as appropriate
5. The Deputy Manager will attend and assist with team meetings, training etc.
6. The Deputy Manager will take responsibility for own learning, actively participating in available learning opportunities.

Regulatory and Statutory Requirements

1. The Deputy will work with Manager to ensure Bright Sparks complies with and exceeds all relevant registration and legislative requirements including but not limited to the "Minimum Childminding and Day Care Standards".
2. The Deputy Manager will ensure that staff adhere to and work within all relevant policies and procedures.
3. The Deputy Manager will assist the Manager in recognising the importance of children's and adults rights and act in accordance with legislation, policies and procedures.
4. The Deputy Manager will assist the Manager in the implementation and maintenance of the company's equality policies ensuring that children, parents and staff are valued and practice is positive and non-discriminatory.

Administration & Promotion of Bright Sparks

1. The Deputy Manager must ensure that all records are maintained accurately and effectively (registers, accident books, files etc).

2. The Deputy Manager, with the support of the Manager, will continue to develop the service and market the Nursery service to ensure it attains maximum occupancy levels.
3. The Deputy Manager, when required, will show prospective service users around the Nursery, explaining EBM's ethos and focus on the provision of a quality childcare service.
4. They will support the Manager in accurately managing and maintaining nursery budgets, promoting good practice in the payment and collection of fees.

Health and Safety

1. The Deputy Manager will be the designated Health and Safety Committee Member in the setting, participating in and contributing to regular Health and Safety meetings, reviews etc.
2. The Deputy Manager will ensure that premises are maintained in line with statutory legislation and EBM policies, to a high standard of cleanliness and that equipment and facilities are in correct working order and will report to the Manager when this is not the case.
3. The Deputy Manager will ensure that all staff act in compliance with the Health and Safety at Work Regulations and EBM's own Health and Safety Policies and Procedures.
4. The Deputy Manager will ensure that all staff accurately report and record medication administration in line with Bright Sparks Medication Policy.
5. The Deputy Manager will assist the Manager in maintaining effective risk assessments, fire drills, incident, accident and hazard reporting and will contribute to written plans that identify actions to remove/minimise risk.
6. The Deputy Manager will assist the Manager in ensuring that the setting is fully compliant with the requirements of Nutrition Matters and Environmental Health Service guidance.

The above list is not an exhaustive list of duties and you will be expected to perform other reasonable tasks within your capacity.

PERSONNEL SPECIFICATION

Essential Criteria

- Must be enrolled on the QCF Level 5 Diploma in Child Care Learning and Development or Playwork and working toward this.
- A minimum of 2 years' experience working with children aged 0-4 years.
- Ability to be registered and maintain registration as a Fit Person.
- Experience of supervising staff in a Child Care setting.
- To be able to work with resilience in a pressurized environment.
- Ability to relate to, understand and work with children who present challenging behaviour.
- Knowledge of relevant childcare legislation and best practice.
- Well organized with the ability to work autonomously with minimal close supervision and to manage time effectively.
- Excellent interpersonal, communication and report writing skills.
- Proficient in Microsoft Office particularly excel and word.
- Be aware of and in agreement with the aims and ethos of East Belfast Mission.
- Clean driving licence and use of a car for work insured for business purposes

Desirable Criteria

- Up-to-date knowledge of current practice in the Early Year's field and in child development.
- Paediatric First Aid.
- Designated Officer and Child Protection / Safeguarding Training.
- Qualifications in basic food hygiene, health and safety and fire awareness.
- Financial management skills

Additional Notes

This position gives the post holder access to children and young people and will therefore be required to disclose details of any criminal convictions, including spent, bound-over orders and cautions in accordance with the Access NI Vetting and Barring Scheme and our organisation's Child Protection Policy and Procedure. An Access NI check will be carried out, and in applying for this position, you are in agreement for the organisation to carry out this necessary check.

East Belfast Mission is an Equal Opportunities Employer



Bright Sparks is a Social Economy project of East Belfast Mission