

Kyzone Kidz Ltd

Registered Charity 1129158,
2 Newnham Ave, Woodbridge, Suffolk IP12 4EN

Job Description

Deputy Manager

Hours of work – term time

7.30 am – 9.00 am	Monday - Friday	Breakfast club
9.00 am – 12.30 pm	Monday - Thursday	Pre-school
14.45 pm – 18.15 pm	Monday – Thursday	After school club

Holiday clubs as required but to include contacted hours

Qualifications and Experience

- CACHE Level3 Diploma in Pre-school Practice, NVQ Level 3 or equivalent
- Sound understanding of child development and children's needs
- Ability to work with parents and to encourage their involvement
- Commitment to equal opportunities and an understanding of religious and cultural diversity
- Ability to write clear reports

Key Roles and Responsibilities

- Ensure children are well cared for and adequately supervised
- Undertake suitable activities and play opportunities with the children
- Prepare and provide a snack-time for the children
- Work on your own initiative with limited or no supervision
- Build positive relationships with the children, other members of staff and the parents of the children in your care.
- Contribute to and implement all Kyzone Kidz policies and procedures
- Be committed to equal opportunities and have an understanding of religious and cultural diversity
- Undertake and necessary training to support and develop the role eg Basic food hygiene, Child Protection and First Aid
- Work alongside and support the Out of School leaders and staff
- Ensure records are properly maintained eg daily register, accident and incident book
- Liaise closely with parents /carers informing them about Kyzone Kidz, exchanging information about children's progress and encouraging parents involvement

- Ensure Kyzone Kidz 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 and fire drills are regularly practiced
- Attend in-service training and meetings as required
- Undertake any other reasonable duties as directed by the group Manager or group Committee in accordance with Kyzone's business plan objectives