

## OUTLINE JOB DESCRIPTION

<b>POST TITLE</b>	<b>Early Year Deputy Manager</b>	<b>POST REF</b>	<b>Cresup01</b>
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The following information is provided to help staff joining the Karmand Community Centre to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted.

1. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used, in which case all the usual associated routines are naturally included in the job description.
2. Officers should not refuse to undertake work which is not specified on this pro forma but they should record any additional duties they are required to perform and these will be considered when the post is reviewed.
3. Karmand Community Centre is an Equal Opportunities employer.

### PRIME OBJECTIVES OF THE POST:

To organise, administer and manage the Early Year provision. To ensure that children attending are provided with a secure, stable caring and stimulating environment aiding social, emotional, physical and intellectual development

### SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

Early Year staff, volunteer and other placements within the Early Year (I.e. school work placement)

Promoting teamwork amongst staff, trainees and volunteers etc.

### SUPERVISION AND GUIDANCE:

Directly responsible to the Early Year manager on a day to day operational basis within the overall organisation objectives laid down by the management committee. Expected to work on own initiative and referring complex matters for guidance to the manager.

### RANGE OF DECISION MAKING:

Organise and timetabling activities. Responsible for health and safety of children and staff. Participating in the planning and development of the Experience of working in a multi-agency and multi-disciplinary environment. To ensure that the provision meets with all its requirements and conditions as required by Ofsted, funding agencies or other authorities.

### RESPONSIBILITY FOR ASSETS, MATERIALS ETC.:

Responsible for all equipment and materials. Responsible for safety and security of equipment. Responsible for the planning and stocking of equipment and materials. Opening and closing the provision when required. Responsible for confidential information regarding children and parents.

**RANGE OF DUTIES: -**

1. Responsible for overall organisations, administration and control of.
2. To monitor age range and staff ratio to ensure good quality childcare.
3. To encourage parental involvement and make friendly contact with them.
4. To be aware of and respond to the needs of children from diverse cultures and treated as individuals.
5. Direct staff, trainees and volunteers in setting out the setting to provide play opportunities for groups of and individual children.
6. Preparing activities to facilitate language development of the children.
7. Preparing and organising special activities for creative play i.e. painting, finger painting etc.
8. Advise management on statutory and other local requirements of the Early Years and implement these in co-ordination with management.
9. Responsible for keeping up to date records of stock for the setting.
10. Liaison with Ofsted and other voluntary and statutory agencies for discussion/monitoring and completing reviews regarding crèche provision.
11. Keeping necessary records of children for health and safety files and relevant information e.g. name age allergies etc.
12. Preparing reports for management committee, Centre Manager, other statutory and voluntary agencies, admin/supervisor and Community Project Manager as required.
13. To assist or participate in general administration of the community centre project and its other activities as required (e.g. in open days, community events, play schemes and other day to day activities.)
14. Preparing and submitting periodic reports and returns for annual inspection and quality assurance of the Early Year project.
15. To participate in staff training and personal development sessions, in line with staff training action plans.
16. To undertake any other duties as may be reasonably required.

OFFICIAL USE ONLY	Compiled by Staffing Sub- committee	Assessment Date 12/01/2026	Date of Issue 16/01/2026	Post Grade Band 3 SCP 18
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## Karmand Community Centre

### PERSONNEL SPECIFICATION

**Post Title:** Early Years Deputy Manager

**Post Reference:** CSup01

**Summary of Job.** Ensure that children are provided with a secure stable caring and stimulating environment aiding social emotional physical and intellectual development. Supporting the Nursery Manager in the day-to-day running of the setting, ensuring high-quality care, education, and safeguarding for all children. The role involves leading and supporting staff, maintaining compliance with the EYFS and regulatory requirements, and promoting a safe, nurturing, and inclusive environment. Also ensuring that all children, including those with Special Educational Needs (SEN), are supported through inclusive practice and individualised approaches where required.

Karmand Community Centre is an Equal Opportunities Employer and requires its employees to carry out its policies concerning racial and sex equality and the rights of people with disabilities both in terms of equal opportunity for employment and access to its Services.

Karmand Nursery is a welcoming, community-based early years setting providing high-quality care and education for young children. The nursery is committed to creating a safe, nurturing, and inclusive environment where every child is supported to develop, learn, and thrive. Working in partnership with parents, carers, and external professionals, Karmand Nursery promotes positive outcomes for all children, including those with additional needs, in line with the EYFS framework and safeguarding requirements. Staff work sensitively to support children from diverse backgrounds, including those with additional language or communication needs, and form strong, trusting relationships with families to help every child settle, thrive, and make good progress.

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<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b>EXPERIENCE</b>	At least two years' experience of working in an early year setting at a senior level, or have at least two years other suitable experience. Experience supporting children with SEN within an early year setting. Knowledge of EYFS, SEND Code of Practice, and inclusive learning strategies. Confidence in working with external professionals and contributing to reviews and meetings. Strong communication skills and a compassionate, child-centred approach.	Experience of working with ethnic minority communities. Experience in carrying out childcare programmes.	Application Form Interview
<b>QUALIFICATIONS</b>	Minimum of a relevant and recognised qualification CACHE, Diploma or NVQ level 3/4 Experience as SENCO with SEND children.	NVQ level 3/4	Application Form Certificates
<b>TRAINING</b>	Evidence of ongoing personal development training Prepared to undergo further development and training as operational needs dictate.	Pre-school playgroups association course.	Application Form Interview
<b>SPECIAL KNOWLEDGE</b>	Competent in English Knowledge and cultures, religions and customs of all Communities. Support the identification, assessment, and inclusion of children with Special Educational Needs (SEN) and/or disabilities. Work closely with the SENCO to implement, review, and monitor Individual Support Plans (ISPs), EHCP targets, and inclusive strategies.		Interview

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<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b>EQUALITY</b>	Candidates should indicate an acceptance of and commitment to the principles underlying Karmand Community Centre's Equal Rights policies and practices.		Interview
<b>DISPOSITION - ADJUSTMENT/ ATTITUDE</b>	Emotional, secure and able to deal with a wide range of emotions. Ability to treat children as individuals. Acceptance and understanding of other people's attitudes and feelings.	None	Interview
<b>PRACTICAL &amp; INTELLECTUAL SKILLS</b>	Ability to communicate at all levels. Ability to organise equipment. Awareness to Health & Safety and other statutory and local requirements for the Nursery. Able to write reports, referrals and liaise with other agencies including SEND		Interview
<b>CIRCUMSTANCES - PERSONAL</b>	Must be legally entitled to work in the UK. Ability to work occasional unsocial hours (to fit in with training provisions or other activities)	None	Sight of Home Office specified documents at interview.

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b>PHYSICAL/ SENSORY</b>	Must be able to perform all duties responsibilities in work location with reasonable adjustment where appropriate under the provisions of the DDA 1995 ACT		Information supplied by applicant prior to or during the selection process.

### **SPECIAL CONDITIONS**

Management requires that the following checks be carried out as part of the recruitment process e.g. DBS

Level of Disclosure:

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