

Broomhall Under 3s Ltd are looking to recruit a **Level 3 Deputy Manager**



LEVEL 3 QUALIFICATION ESSENTIAL.

- This will be a part time post from 15th April 24 working THURSDAY AND FRIDAY, 17 HOURS PER WEEK. (possibility of supply work as and when needed)
- You will be required to work 8am until 5pm term time only.
- Rate of pay is £13 per hour paid pro rata over 52 weeks.
- 2 years' experience within Early Years is essential.

Broomhall under 3s is attached to Broomhall Nursery school.

The under 3s setting is a not for profit organisation which is supported by parent directors.

We are looking for someone to work within our well established, committed staff team.

Main Duties of the role:

- To deputise in the absence of the manager.
- To ensure the effective management of the nursery and ensure all staff are working effectively and are supported.
- Work within the nursery ratio and have key children.
- To be a Designated Safeguarding lead.
- Support the manager.
- To maintain confidentiality and GDPR when dealing with information.
- To build positive relationships with staff, children and parents.

We require you to be:

- Hardworking
- Flexible
- Committed
- Able to work under pressure
- Supportive
- Enthusiastic
- Have excellent communication and leadership skills
- Have an excellent knowledge of EYFS

We would warmly welcome you to come and have a look around at Broomhall under 3s, please email or ring us to make an appointment on 01142721453 OPTION 2.

Anyone interested in applying for the post will be required to submit a **C.V and a letter of interest** by email giving details of your qualifications, experience and suitability for the post.

All letters to be sent to: info@broomhallunder3s.co.uk

Closing date for applications is Monday 18th December 2023, interviews will be held in January 2024