

School for Parents Job Description

Job Title	Deputy Manager
Category of Staff	Permanent
Reporting to	Manager
Responsible for	Joint responsibility with Manager for <ul style="list-style-type: none">• Lead Conductor• Conductor• Team Leader• Session Leader• Finance Officer• Community Fundraiser• Support Staff• Volunteers
Location	Nottingham
Hours of Working	Part-Time (20 hours) usually Wednesday, Thursday & Friday
Salary FTE	£24,000- £29,000 FTE
Holidays	Five weeks plus BH (Pro-rata)
Notice Period	Eight Weeks.
Probation Period	Six Months

Service Description

School for Parents is a centre that provides a range of services to help babies and children with mobility and communication problems to develop the skills they need to thrive and achieve their potential. Our work encourages the development of motor, sensory and self-help skills such as sitting; standing; touching; listening; looking; eating and playing. Our work is inspired by the principles and practices of Conductive Education, developed at the Petö Institute in Hungary. This approach places the parent firmly at the forefront of their child's education, encouraging the child's personality to develop alongside their mother or father. The age range of children attending our service is between 6 months to 11 years of age and groups are conducted with parents present thus ensuring a collaborative and partnership working approach.

For more information about School for Parents please visit: www.schoolforparents.org

Job Purpose

The Deputy Manager will support and assist the School for Parents Manager across all areas relating to the safe and effective operational management of the charity. However, as the Manager is part-time, the post-holder will also be expected to regularly take-charge (at least two days per week) of the service and lead on aspects of work.

School for Parents is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

School for Parents Job Description

Roles & Responsibilities

Quality, Care, and Service

1. To support the manager in ensuring the highest standards of service and care at all times
2. To support the manager in ensuring that parents/carers remain at the heart of service design, delivery, and their own child's support plan
3. To support the manager to develop operational, financial, and human resources policies and procedures, and ensure service delivery is in line with these and statutory requirements. Reviewing regularly
4. To support Equality & Diversity, and recognise individual's rights in accordance with legislation, policy, and procedure
5. To work within the parameters of the Complaints Procedure (including addressing 'Stage 2' complaints where necessary)
6. Maintain records respectfully and in accordance with the Data Protection Act (1998) and other statutory requirements

Leadership and Reputation

1. To lead on the development and ongoing co-ordination of a volunteering programme at School for Parents
2. To lead on grants and trust applications for the organisation, supported by the Manager
3. To support the manager in enabling the Board of Trustees to fulfil their strategic, legal, operational and governance responsibilities
4. To work with the manager to develop an Operational Plan and support the monitoring of performance
5. To build School for Parents reputation and secure the best outcomes for families through effective communications and partnership development
6. In conjunction with the manager, to horizon scan for new opportunities to develop and fund services, including through new partnerships, collaborations, and services
7. In conjunction with the manager, to forge partnerships that enable a whole-family approach, with funders, commissioners, referral agencies, and providers in health, education, care, and early years' sectors
8. To contribute to the Annual Report
9. To champion the experiences, views and needs of our families at relevant forums and partnership meetings

Finance and Business Development

1. To support the manager to ensure that families, donors, and grant-givers receive value for money
2. To support the manager to develop, implement and monitor a strategy to maximise income, in accordance with the values and ethos of School for Parents, regarding grants, trusts and foundations, gift aid, statutory and partner agencies
3. To work with the manager to agree an annual budget
4. In conjunction with the manager, to support the Finance Officer in their duties including, but not limited to, making payments, receipting income, payroll, pensions, and monthly monitoring/reconciliation
5. To support the manager with other operational duties including, but not limited to, insurance and lease terms
6. To provide support to the Trustee (Finance Lead) through the provision of information needed to compile financial reports, including the Annual Accounts for audit

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Human Resources and Workforce Development

1. To support the manager to develop an effective team through appraisals, regular 1-1 support sessions, and opportunities for learning and reflective practice
2. To support the manager to develop and deliver organisational and individual training & development plans
3. To support the manager to recruit and retain effective, professional, and appropriately qualified, staff members
4. To address poor performance and disciplinary issues

Safeguarding and Health & Safety

1. In conjunction with the manager to ensure the health, safety and well-being of children, families, staff, and visitors is maintained
2. In conjunction with the manager to ensure services are delivered in accordance with legal and regulatory requirements
3. In support of the above, to conduct and ensure implementation of organisational and group Health & Safety Assessments, the annual action plan and prompt responses to issues as they arise
4. To manage and report any accidents/incidents/Serious Untoward Incidents and safeguarding issues in accordance with statutory requirements
5. To act as Designated Safeguarding Officer, (one of the) Fire Wardens and Appointed First Aid Officer in the manager's absence

This list of duties and responsibilities is not intended to be exhaustive. The successful applicant will be expected to adopt additional tasks when required, in keeping with the general profile of the role.

We particularly welcome applications from disabled people and parents of disabled children.

School for Parents Job Description

Deputy Manager- Person Specification

Area	Competency	Essential	Desirable
Qualifications	At least a Level 4 qualification (or equivalent experience) in either Early Years, Education, Business Management, or Conductive Education		√
Skills and Abilities	Ability to present a positive image of self and our service	√	
	Excellent verbal and written communication skills	√	
	Able to present information in a structured and accessible manner	√	
	Excellent listening skills	√	
Experience	Previous management/team leader/senior role in a not-for-profit/small business environment	√	
	Proven track record in securing grant and trust funding	√	
	Previous experience of working with volunteers	√	
	Engaging with service-users to inform decisions and drive forward improvements		√
	Partnership working with other stakeholders/organisations		√
Knowledge	Knowledge of statutory safeguarding requirements and policy/procedures	√	
	Awareness of the physical, emotional, development and educational needs of children with a range of disabilities	√	
	Awareness of the challenges and needs of parents/carers of children with disabilities	√	
	Knowledge of the regulations governing charities and trustees		√
	Awareness of relevant legislation protecting/supporting children with disabilities		√
Personal Attributes	Must be creative and skilled at problem-solving	√	
	Ability to develop and maintain a range of positive relationships	√	
	Must be able to manage time and varying workload	√	
	Must be honest, reliable, and accountable	√	
	Must be enthusiastic, committed and passionate about improving the lives of disabled children	√	
	Competent with a range of IT packages	√	

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