



Date: March 2025

# ACORNS 2 OAKS LTD

We currently have a vacancy at our centres for the post detailed below:

Job Title	<b>EARLY YEARS DEPUTY MANAGER &amp; SENCO</b>
Qualifications:	Early Years Professional qualification (minimum NVQ Level 3) or NNEB/NVQ in childcare or teaching.
Experience:	Experience working at supervisory or room leader level within a childcare setting
Location:	Peppermint Centre. Franklin Way, Croydon, CR0 4YD
Hours:	35 hours per week (Term time only = 38 weeks per year)
Salary:	£25,480.00 (pro-rata). Actual salary is £21,364.00 for 35 hours per week term time
Start:	September 2025

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## Main Purpose of job:

- To Key work a group of children. Approximately 80% (6 hours daily) of the time spent working directly with the children in the rooms and 20% being office based tasks supporting the manager in the running of the nursery.
- Deputise for the Manager in their absence
- Oversee and participate in planning, preparation and delivery of learning activities monitoring and assessing children, recording and reporting their progress.
- Be the staff representative within the playroom and at staff meetings
- Assist in the management of staff.
- Take the lead role of SENCO and support the manager with Training, Safeguarding and Health and Safety within the Early Years Setting
- Work closely with parents and other agencies to provide high quality childcare within the framework of the Early Years Foundation Stage.

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**CLOSING DATE: Friday 2<sup>nd</sup> May**

**Interviews: Friday 16<sup>th</sup> May**

*Please request job description and application pack from Peppermint Centre on*

**Telephone: 0208 686 8103 or by email at: [head-office@acorns2oaks.net](mailto:head-office@acorns2oaks.net)**

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