

Job description for Pre-school Manager

The Windmill Preschool, Bolford Street Hall, Thaxted

Job title:	Pre-school Manager
Responsible to:	Chair of Management Committee
Responsible for:	Pre-school staff
Purpose of the job:	To provide safe, high-quality education and care for pre-school children. To lead and manage staff on a day-to-day basis. To implement pre-school policies. To ensure that all statutory, legal and setting obligations are followed and met.
Pay rate:	£12.00 per hour

Main duties

1. To be responsible for providing a high quality of education and learning, ensuring that staff are properly deployed and offer appropriate stimulation and support to the children attending the setting.
2. To organise the key person system and to effectively supervise staff on a daily basis; to be responsible for monitoring the quality of teaching.
3. To ensure that performance management systems are in place and followed, e.g. induction, probation, supervision, team meetings, appraisals, objective setting, and to identify in-service training needs.
4. To liaise closely with parents/carers, informing them about the pre-school and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
5. To liaise with the management committee (attend meetings and AGM), Ofsted services and other professionals as necessary and ensure that all legal and statutory requirements are implemented, and to provide reports as required. To liaise with the accountant regarding insurance, fees/funding, budget and payment of invoices.
6. To implement any recommendations made following regulatory inspections.
7. To monitor, update and implement all pre-school policies and procedures and to implement and evaluate risk assessments, e.g. register and signing out procedures, safeguarding, health and safety, confidentiality, food safety, setting hygiene etc.
8. To attend any conferences, training events or meetings, as identified by the management committee, and to keep up-to-date with current good practice.
9. To complete all training as deemed necessary eg Safeguarding, First Aid, together with other CPD.
10. To support the committee with fund-raising activities.
11. To be responsible for implementing systems of observation and record keeping so that children's progress and achievements are effectively and regularly tracked and assessed; to monitor the effectiveness of assessment procedures.

12. To ensure that record-keeping systems are in place and properly maintained and updated, e.g. daily attendance register, accident and incident book, any safeguarding issues, health and safety issues, notes taken at staff supervision meetings, details of targets set and of any performance concerns discussed.
13. To oversee the fees, funding and EYPP administrative systems.
14. To adopt systems to ensure that children have a smooth transition onto primary school.
15. To liaise with the building owner as required (the hall is rented).
16. To help SENCO assess and follow SEN recommendations for children with SEND, and liaise with external professionals as necessary.
17. To ensure that the welfare and safety of children is promoted within the setting and that any child protection concerns are always appropriately acted upon immediately. The Manager is deemed to be the setting Safeguard Lead and should undertake necessary training.
18. To take responsibility for drawing up sessional curriculum plans which take into account the requirements of the Early Years Foundation Stage (EYFS) curriculum for guidance, and to monitor the effectiveness of the setting's curriculum. This may include working with other external professionals.
19. To draw up and to supervise the daily programme of pre-school activities and events.
20. To manage the pre-school admissions system, including registration of new children and allocation of sessions.
21. To undertake any other reasonable duties as directed by the Chair of the management committee, in accordance with the setting's business plan/objectives.
22. To supervise the set up and tidying away of the playrooms and outdoor area for the daily programme.
23. Promoting positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour.
24. To support and participate in meal times within the setting (snack and lunch).
25. The work requires bending, kneeling and crouching for periods of time and may also involve lifting or holding children during planned activities, and changing nappies/toileting duties

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the Management Committee, or as deemed necessary due to legislation and/or statutory changes.

Person specification

Essential criteria

1. Proven experience of working in an early years environment, for a minimum of 2 years.
2. Minimum full and relevant Level 3 early years education and childcare qualification (As defined by the Department for Education on the Early Years Qualifications List published on GOV.UK. Staff must also have achieved a suitable level 2 qualification in English and maths as defined by the Department for Education on the Early Years Qualifications List published on GOV.UK)
3. Sound understanding of child development, and of children's needs.
4. Ability to plan and implement a pre-school curriculum, taking into account the SEN Code of Practice, safeguarding procedures and equal opportunities' considerations.
5. Demonstrable and detailed knowledge of current legislation relevant to the early years.
6. Ability to work with parents and families to encourage their involvement.
7. Ability to effectively market the pre-school to maximise occupancy levels and fee income.
8. Ability to effectively lead and manage a team of staff, including conducting performance management processes e.g. induction, supervision meetings, appraisals and setting objectives.
9. Commitment to equal opportunities and an understanding of equality and diversity issues.
10. Ability to write clear reports.
11. Adequate ICT skills with access to email and the internet outside of the hall setting.
12. Willingness to undertake elements of the job outside of the sessional hours, eg record keeping, administration, staff meetings, committee meetings.

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a criminal records check. Applicants must be prepared to disclose any convictions, convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children. Applicants must also disclose if they live in the same household as another person who is disqualified from registration. Successful applicants will need medical clearance.