



Pre-School Manager Job Description

Job Title:	Pre-School Manager
Responsible to:	Pre-School Committee
Purpose and Main Duties:	<p>To lead the Heslington Pre-School team in providing safe, high quality education and care for early years children.</p> <p>To create a happy, inclusive environment where the children and staff can thrive.</p> <p>To promote the setting and ensure that child numbers flourish.</p> <p>To lead and manage staff on a day-to-day basis and ensure that all operations aspects of the setting run smoothly.</p> <p>To engage proactively and build strong relationships with all stakeholders including committee members, parents, and the local community.</p> <p>To proactively manage the funding and finances of the setting working with the Treasurer.</p> <p>To fulfil legal and statutory requirements.</p> <p>To contribute to and to implement early years policies and to ensure that all statutory, legal and setting obligations are followed and met.</p>

Safeguarding Requirement:	<p>Heslington Pre-School is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.</p>
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Specific Duties:	<ul style="list-style-type: none"> To take responsibility for drawing up long-term, medium-term and sessional curriculum plans which take into account the requirements of the Early Years Foundation Stage (EYFS), and to monitor the effectiveness of the setting's curriculum; this may include working with external professionals.
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- To be responsible for providing a high quality of education and learning, ensuring that staff are properly deployed, and to offer appropriate stimulation and support to the children attending the session.
- To have an appropriate action plan in place which enables the setting to achieve and maintain a minimum good Ofsted rating at the next inspection.
- To take responsibility for ensuring that performance management systems are in place and followed e.g. induction, probation, supervisions, team meetings, appraisals and objective setting.
- To ensure that all staff are appropriately supported to carry out their role effectively, including the Early Years SENCO.
- To be responsible for implementing systems of observation and record keeping so that children's progress and achievements are effectively and regularly assessed; to monitor the effectiveness of assessment procedures.
- To organise the key person system and to effectively supervise staff on a daily basis; to be responsible for monitoring the quality of teaching; to participate in staff appraisals and to identify in-service training needs.
- To ensure that the welfare and safety of children is promoted within the setting and that any child protection concerns are always acted upon appropriately and immediately.
- To ensure records are properly maintained and updated, e.g. the daily attendance register, accident and incident records.
- To liaise closely with parents/carers, informing them about the setting and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- To ensure that Heslington Pre-School is a safe environment for children, staff and others: that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills are regularly practised.
- To liaise with the trustees, Ofsted services and other professionals as necessary and ensure that all legal and statutory requirements are implemented.
- To implement any recommendations made following regulatory inspections.
- To understand our systems for income collection, invoicing and petty cash and to ensure that these are followed.
- To contribute to and to implement all early years' policies and procedures, e.g. register and signing out procedures, child protection, health and safety, confidentiality, food safety, setting hygiene.
- To provide children attending the setting with a balanced and healthy diet.
- To attend any conferences, training events or meetings, as identified by the trustees and to keep up-to-date with current good practice.
- To ensure that accurate and up-to-date record keeping systems are in place e.g. children's records of progress and any behavioural and development reports, any safeguarding issues, health and safety issues, notes taken at staff supervision meetings, details of targets set and of any performance concerns discussed.

- To undertake any other reasonable duties as directed by the trustees in accordance with the setting's business plan/objectives.

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 their line manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.

Personal Specifications - Essential

- At least two years' proven experience of working in an early year's care and education setting or at least two years' suitable experience.
- Level 3 early years education and childcare qualification or equivalent, and a demonstrable commitment to obtaining a level 4 qualification.
- Proven ability to ensure that the setting achieves and maintains at least a good Ofsted rating.
- Excellent understanding of child development, and of children's needs.
- Experience of planning and implementing a pre-school curriculum, taking into account the SEN Code of Practice, child protection procedures and equal opportunities considerations.
- Demonstrable and detailed knowledge of current legislation relevant to the early years.
- Understanding of the Prevent Duty in the Counter-Terrorism and Security Act 2015, as it relates to early years settings.
- Ability to comply with the requirements placed on the setting by the EYFS.
- Experience of working with parents and families to encourage their involvement.
- Demonstrable ability to work effectively with a wide range of stakeholders including local community and schools.
- Ability to effectively lead and manage a team of adults, including conducting performance management processes e.g. induction, supervision meetings, appraisals and setting objectives.
- Demonstrate a commitment to continuously promoting a culture of safeguarding.
- Commitment to equal opportunities and an understanding of equality and diversity issues.

Personal Specifications - Desirable

- Level 4 or above early years education and childcare qualification or degree.
- Proven track record of building/ leading a happy high-performing team.
- Proven track record of building the profile of a setting and increasing child numbers.
- Experience of working in a committee led setting

Personal Characteristics
<ul style="list-style-type: none">● Can do attitude● High level of written and verbal communication● IT literate● Social media literate● Committed to personal, team and child development

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

November 2020