



Job Description: Preschool Manager

Job Title:	Preschool Manager
Reports To:	Preschool Management Committee
Responsible For:	Deputy Preschool Managers, Senior Preschool Assistants, Preschool Assistants, Administrative Assistant. Currently responsible for 11 staff.
Hours:	36.25 hours per week during term time, plus an additional 140 hours per annum outside core hours or outside of term time Core hours: 8:15am – 3:30pm, Monday to Friday, term time, including paid rest break
Salary:	£23,382 – £25,119 dependent on qualifications and experience Hourly equivalent, £13.59 – £14.60 Pro-rata for job-share candidates.

The setting has previously offered Early Birds from 8am, and there could be an opportunity to increase the Manager's hours if this was reinstated.
We welcome applications from job-share candidates.

Purpose of the Role:

- To provide inclusive play and learning opportunities for all children attending the preschool.
- To maintain a safe, stimulating and enjoyable environment.
- To lead and manage preschool staff on a day-to-day basis.
- To fulfil legal and statutory requirements of the Early Years Foundation Stage (EYFS) and to implement safeguarding procedures.
- To contribute to and implement preschool policies.
- To be responsible for curriculum planning.

Main Duties and Responsibilities:

Early Years Childcare and Education

- To take overall responsibility for all aspects of operation of the preschool, including the management of staff and the safety, security, education and wellbeing of all children in line with written policies of the preschool, Ofsted registration and all statutory legislation.
- To work in partnership with the staff team and curriculum specialist in planning and implementing a broad, balanced and appropriate curriculum for children of all ages to meet the learning and development requirements of the EYFS Statutory Framework.
- To take responsibility for ensuring policies and procedures are in place to meet the welfare requirements of the EYFS Statutory Framework. To ensure these policies are maintained and reviewed.

- To implement and monitor assessment systems, maintain records and organise key worker systems in line with the requirements of the EYFS Statutory Framework.
- To take responsibility for all matters relating to special educational needs, behaviour management and child welfare and equality, in line with the policies of the preschool.
- To be aware of children's special educational needs and work with the SENCo and external agencies to ensure staff support these children effectively.
- To manage the use of the space within the building and outdoors to ensure all children have access to an appropriate range of opportunities and experiences.
- To manage communication with parents; working with staff to inform parents of their children's progress and encouraging them to become involved in their children's learning.
- To co-ordinate special events and outings.
- To promote 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.
- To liaise closely with parents/carers, informing them about the Pre-School and its curriculum, teaching methods and practices; exchanging information about children's progress and encouraging parents' involvement

Management and Administration

- To uphold, implement and regularly review all policies and procedures in partnership with the staff team and the Preschool Management Committee.
- To maintain all records relating to the management of the group ensuring confidentiality and data protection of the children, their families and members of staff.
- To liaise with the Preschool Management Committee and Treasurer to ensure rigid financial control of the preschool's budget and oversee the work of the Preschool Administrator with regards to the day-to-day administration of finance.
- To maintain health and safety and fire regulations throughout the preschool, including the completion of appropriate risk assessments and recording and reporting of hazards and accidents.
- To effectively manage the occupancy levels of the preschool; managing the waiting list and offering childcare places. Promoting and marketing the preschool effectively (both online and offline) to maintain occupancy.
- To develop professional working relationships with all relevant authorities including the local authority, Pre-School Learning Alliance and Ofsted. Attend County Council communication briefings once per term.
- To develop and maintain a relationship with the Icknield Primary School and work in partnership with other local schools.
- To co-ordinate and implement fundraising opportunities for the preschool.
- To attend and represent staff at Preschool Management Committee meetings.
- To inform the Preschool Management Committee of anything that may affect the safety, welfare or development of children.
- To implement any recommendations made following regulatory inspections.

Staff

- To manage the recruitment and induction of staff in accordance with the Recruitment Policy, and ensuring staff and volunteers have the relevant DBS checks.
- To support the development of staff through regular discussion and team meetings, which encourage two-way communication and sharing of ideas and expectations.
- To facilitate curriculum planning and senior staff meetings.
- To carry out regular supervisions and appraisal of staff performance.
- To oversee the organisation of a programme of staff training to meet identified training needs.
- To manage the PAYE, National Insurance and Stakeholder Pension scheme for all staff.

- To take responsibility for personal professional development of staff, including participation in any necessary training.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties in accordance with the Preschool's aims and objectives and as directed by the Preschool Management Committee.

PERSON SPECIFICATION – PRESCHOOL MANAGER:

Qualification / Required Skills	Essential	Desirable
A minimum of two years' experience of working in a pre-school setting.	X	
Diploma in pre-school practice, NVQ Level 3 or equivalent with a willingness to obtain a Level 4 or higher qualification.	X	
Early Years Professional, Early Years Foundation Degree or Level 4 qualification.		X
Enhanced DBS.	X	
A good knowledge and understanding of EYFS and experience of coordinating, planning and implementing a curriculum for a childcare and early education setting.	X	
Experience of effective staff management, objective-setting and performance management.	X	
Sound understanding of child development and of children's needs, with an ability to plan and implement an Early Years curriculum, taking into account the SEN Code of Practice, child protection procedures, religious & cultural diversity and equal opportunities considerations.	X	
A clear sense of direction, with strong time management skills and ability to prioritise workload and delegate tasks appropriately.	X	
Ability to foster strong working relationships with staff, volunteers and other professionals.	X	
Ability to work with parents and encourage their involvement.	X	
Strong computer literacy.	X	
Ability to lead and inspire a team of adults and influence best practice through own example.	X	
Caring attitude and a friendly, flexible approach.	X	
First aid qualification.		X
Food hygiene qualification.		X

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