

**JOB DESCRIPTION: PRE-SCHOOL MANAGER**

**Job Title:**

Pre-School Manager

**Salary:**

£25,250

**Responsible To:**

Trustees (Chair)

**Responsible For:**

All Pre-School Staff with the exception of the Business Manager

**Purpose of Role:**

The day to day management of the pre-school, including staff management, marketing and administration. To oversee a successful, high quality childcare provision, ensuring that standards are met and children receive excellent quality care and education.

**Safeguarding Requirements**

You and Me 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 setting.

**Operational**

* Responsible for the effective daily management of the pre-school, ensuring it meets the required standards, ratios and conditions of registration. This also includes line management to the permanent staff and the banking staff that we employ.

To ensure that the setting complies with the General Data Protection Regulation and that all staff receive appropriate training and guidance.

* Adhering to all pre-school policies and procedures and complying with the Children’s Act. This will also include supporting and monitoring EYFS statutory framework and to ensure each child develops within a stimulating environment.
* Possessing a thorough knowledge of OFSTED and the Statutory Framework for the Early Years Foundation Stage and effectively implementing these requirements and maintaining and liaising with all relevant authorities to meet their reporting criteria. Creating and maintaining a successful partnership with the local authority.
* Ensuring the pre-school offers an environment which reflects the cultural diversity of all children and monitoring the completion of children’s developmental and observation records.

Promote equality and diversity within the pre-school, challenging any behaviour which does not support our inclusive Practice and Equal Opportunities Policy.

* Building a positive rapport with parents and guardians and attending parents/carers evening once per academic year.
* To understand the role of the Committee, liaising closely with the Chair, attending committee meetings as required and promoting staff and parent’s understanding of the Committee’s role. Taking a proactive role in the recruitment of new committee members.
* To work closely with the chair in seeking fundraising opportunities for the pre-school. This may include organising and attending events that promote the pre-school e.g. open weekends.
* Any other duties appropriate to the post as directed by the Chair and committee of trustees.

**Personnel**

* Lead on safer recruitment to ensure effective and fair recruitment and ensuring all employees together with students, volunteers and regular visitors to the pre-school have an up to date Criminal Records Bureau Disclosure (DBS).
* Line management of all permanent staff and bank staff and maintaining accurate personnel records for all employees, including absences along with carrying out effective employee inductions and holding regular supervisor meetings and yearly appraisals for all staff members. Continually motivate and develop the staff team within the pre-school through effective role modelling and recognise and reward outstanding practice within the pre-school.

This will also include identifying and addressing staff training needs, ensuring that all mandatory training is completed in a timely manner and lead regular meetings and training. Staff meetings must take place every half term.

The postholder will be required to attend conferences and training as and when required and when identified by the trustees/committee and ensure that their training and certification is up to date.

* Carrying out disciplinary procedures and undertaking investigations where necessary.
* Efficient and effective staff deployment to maintain the correct ratios within each session, as well as maintaining appropriate levels of qualified/unqualified employees.

**Financial**

* To be responsible for maintaining petty cash expenditure for the pre-school within agreed budgets and ensure that aged debt is managed appropriately and effectively at pre-school level.
* To ensure the financial sustainability of the pre-school, which will include marketing, parent/career show arounds, promoting events, managing wait lists and managing staff deployment effectively. To ensure sustainability further, you will need to be proactive in forecasting occupancy levels, taking steps to grow the levels and manage waiting lists effectively.
* Ensure that payroll information is processed in a timely manner and submitted before the deadline. This will involve liaising with the business manager and this will be for all elements regarding financials.

**Health and Safety**

* To ensure that the welfare and safety of children is promoted within the settling and that any child protection concerns are always acted upon appropriately and immediately. To ensure that You and Me 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 practiced.
* To ensure records are properly maintained and updated, e.g. the daily attendance register, accident and incident records and to ensure that

children attending the setting receive a balanced and heathy diet, liaising to parents/careers when required. This also includes promoting the excellent hygiene practices within the pre-school and maintain its high standards.

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

**Person Specification**

**Essential Criteria**

* At least two years’ proven experience of working in an early year’s care and education setting with managerial experience.
* Level 3 Early Years Education and Childcare Qualification or equivalent.
* Ability to plan and implement 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.
* Ability to comply with the requirements placed on the setting by the EYFS.
* Ability to effectively market the pre-school to maximise occupancy levels and fee incomes.
* 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.
* Ability to write clear reports.
* Knowledge of data protection and information management practices and their application within the setting.

**Desirable Criteria**

* Previous experience of completing the SENCO role within a setting.
* Current first aid certificate.
* Previous experience of an Ofsted inspection.

***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.***