JOB DESCRIPTION: PRE-SCHOOL MANAGER

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| Job Title: | Pre-School Manager |
| 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.
* To be an active member of the team, performing all aspects of staff duties. Showcasing high quality practice with regards to individual and group work with children, dealing with staff and parent issues as they arise.
* Adhering to all pre-school policies and procedures and complying with the Children’s Act.
* Possessing a thorough knowledge of OFSTED and the Statutory Framework for the Early Years Foundation Stage and effectively implementing these requirements.
* Maintaining and liaising with all relevant authorities to meet their reporting criteria. Creating and maintaining a successful partnership with the local authority.
* Supporting and monitoring EYFS statutory framework and to ensure each child develops within a stimulating environment.
* Ensuring the pre-school offers an environment which reflects the cultural diversity of all children.
* Monitoring the completion of children’s developmental and observation records.
* Organising 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 be instrumental in seeking fundraising opportunities for the pre-school. This may include organising and attending events that promote the pre-school e.g. open weekends.
* Creating and maintaining successful and professional partnership with all parents/carers.
* To ensure that the setting complies with the General Data Protection Regulation and that staff receive appropriate training and guidance.
* To liaise with the Business Manager regarding all financial matters.
* Any other duties appropriate to the post as directed by the Chair.

Personnel

* Lead on safer recruitment to ensure effective and fair recruitment.
* Ensuring all employees together with students, volunteers and regular visitors to the pre-school have an up to date Criminal Records Bureau Disclosure (DBS).
* Maintaining accurate personnel records for all employees, including absences.
* Carrying out effective employee inductions and holding regular supervisor meetings and yearly appraisals for all staff members.
* Identifying and addressing staff training needs, ensuring that all mandatory training is completed in a timely manner.
* 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.
* Providing leadership and day to day management for the pre-school staff, offering support and guidance as required.
* Continually motivate and develop the staff team within the pre-school through effective role modelling.
* Lead regular meetings and training. Staff meetings must take place every half term.
* To recognise and reward outstanding practice within the pre-school.
* Promote equality and diversity within the pre-school, challenging any behaviour which does not support our inclusive Practice and Equal Opportunities Policy.

Financial

* To be responsible for maintaining petty cash expenditure for the pre-school within agreed budgets.
* 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.
* Ensure that aged debt is managed appropriately and effectively at pre-school level.
* Be proactive in forecasting occupancy levels, taking steps to grow occupancy levels and manage waiting lists effectively.
* Ensure that payroll information is processed in a timely manner and submitted before the deadline.

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 records are properly maintained and updated, e.g. the daily attendance register, accident and incident records.
* 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 that children attending the setting receive a balanced and heathy diet, liaising to parents/careers when required.
* Raise any maintenance concerns to the Committee/Church Wardens and maintain an ongoing record.
* To promote the excellent hygiene practices within the pre-school and maintain high standard of cleanliness.

General

* 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 behavioral 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.
* Ability to calmly and effectively lead the pre-school in times of emergency.

**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*

1. At least two years’ proven experience of working in an early year’s care and education setting.
2. Level 3 Early Years Education and Childcare Qualification or equivalent.
3. Ability to ensure that the setting achieves and maintains an Outstanding or Good Ofsted rating.
4. Sound understanding of child development, and of children’s needs.
5. Ability to plan and implement a pre-school curriculum, taking into account the SEN Code of Practice, child protection procedures and equal opportunities considerations.
6. Demonstrable and detailed knowledge of current legislation relevant to the early years.
7. Understanding of the Prevent Duty in the Counter-Terrorism and Security Act 2015, as it relates to early years settings.
8. Ability to comply with the requirements placed on the setting by the EYFS.
9. Ability to work with parents and families to encourage their involvement.
10. Ability to effectively market the pre-school to maximise occupancy levels and fee incomes.
11. Ability to effectively lead and manage a team of adults, including conducting performance management processes e.g. induction, supervision meetings, appraisals and setting objectives.
12. Demonstrate a commitment to continuously promoting a culture of safeguarding.
13. Commitment to equal opportunities and an understanding of equality and diversity issues.
14. Ability to write clear reports.
15. Knowledge of data protection and information management practices and their application within the setting.

*Desirable Criteria*

1. Previous experience in line managing staff, including involvement in induction, supervision and appraisals.
2. Previous experience of completing the SENCO role within a setting.
3. Level 4 Early Years Education and Childcare Qualification or equivalent.
4. Current first aid certificate.
5. 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.**