**Job Title**: Pre-school Manager

**Responsible to:** Chair of Management Committee

**Purpose of the job**:

To provide safe, high quality education and care for pre-school children; to fulfil legal requirements; to supervise staff on a day to day basis; to contribute and implement pre-school policies. Also to ensure that all statutory, legal and setting obligations are followed and met.

**Main Duties:**

1. To take responsibility for drawing up the long term, medium term and sessional plans which take into account the requirement of the Early Years Foundation Stage (EYFS) and to monitor the effectiveness of the pre-school curriculum. This may include working with external professionals.
2. 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.
3. To take responsibility for ensuring that performance management systems are in place and followed eg induction, probation, supervision, team meeting, appraisals, objective setting etc.
4. To draw up and manage the daily programme of pre-school activities and events.
5. To be responsible for implementing systems of observation, assessment and record keeping so that children’s achievement and progress are effectively and regularly assessed; to monitor the effectiveness of assessment procedures.
6. To organise the key person system and to effectively supervise staff on a daily basis; to be responsible for monitoring the quality teaching; to participate in staff appraisals and identify in-service training needs.
7. To ensure the welfare and safety of children is promoted within the setting and that any child protection concerns are always appropriately acted upon immediately.
8. To ensure records are properly maintained and updated eg daily attendance register, accident and incident book, visitor book.
9. To liaise closely with parent/carers, informing them about the pre school and its curriculum, exchanging information about children’s progress and encouraging parents’ involvement.
10. To ensure that the 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.
11. To liaise with the Pre-school Committee of the Governing Body, Ofsted and other professionals as necessary and ensure that all legal and statutory requirements are implemented; to provide reports as required.
12. To implement any recommendations made following regulatory inspections.
13. To contribute to and to implement all pre-school policies and procedures eg register and signing out procedures, child protection, health and safety, confidentiality, food safety, setting hygiene etc.
14. To ensure that the children attending the setting receive a healthy and balanced diet.
15. To attend any conferences, training events or meetings as identified by th Pre-school Committee or School Liaison teacher and to keep up-to-date with current good practice.
16. To ensure that accurate and up-to-date record systems are in place, children’s record of progress, any behaviourial 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.
17. To undertake any other reasonable duties as directed by the Chair of the management committee/owner, in accordance with the setting’s business plan/objectives

**NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.**

**Person Specification**

**Essential Criteria**

1. Proven experience of working in a pre-school setting.

2. Level 4 qualification or equivalent in a early years education.

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, child protection procedures and equal opportunities.

5. Be able to 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 adults, including conducting performance management processes eg 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.

**Desirable Criteria**

1. Experience of a parent-managed or parent-engaging pre-school.

**Terms and conditions**

Hours: 32.5 per week including admin time

Salary Range: TA level 4 £15,388 where appropriate

An enhanced Disclosure and Barring Service (DBS) check is required for this role. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.