**Pre-School Manager - Job Description**

**Purpose of Post**

* To manage the day to day running of the pre-school to include coordinating the provision of a caring, safe, secure and stimulating environment to enable the emotional, social and educational development of children, through individual attention and group activities.
* To ensure the minimum Ofsted requirements are met with the aim to achieve Ofsted outstanding.
* To lead and implement of the Early Years Foundation Stage (EYFS) Framework, Health and Safety standards and any other legal/statutory frameworks.
* To fulfil duties as the Safeguarding Designated Officer for the setting to actively promote and support the safeguarding of children in the workplace, ensuring that all staff and volunteers observe the pre-school policies and procedures to keep children safe from harm.
* To support and promote the ethos, aims and objectives of the pre-school both within work and outside.

**Reports to:**

* The Chair(s) of Parent-Led Committee

**Role & Responsibilities**

In your capacity as a Pre-School Manager your responsibilities will include, but not limited to:

**Staff**

* + Staff induction, supervision, appraisal, development and training.
	+ To ensure that staff comply with pre-school policies, procedures and standards, including safeguarding, health and safety, hygiene, inclusion, confidentiality.
	+ Supporting and mentoring all team members to ensure that the welfare and safety of children is paramount within the setting and any child protection concerns are always appropriately acted upon immediately, following government guidelines.
	+ To perform 6 weekly check-ins with staff to monitor their progress against their Development Plans.
	+ To co-ordinate and chair inset day staff meetings, and daily morning briefings with staff.
	+ To manage staffing levels with required ratios.
	+ To work with the office staff to maintain effective personnel systems (e.g. Parenta) and ensure that files are kept up to date.
	+ To actively promote and facilitate relevant staff training and development opportunities, including monitoring the office system Parenta along with the office staff.
	+ To liaise with the Qualified Early Years Educators to share information and agree course of action where needed for individual children.
	+ To ensure the Qualified Early Years Educators provide objective and accurate feedback and reports as required on child achievement progress.

**Children**

* + To lead the planning of safe, creative and appropriate opportunities according to children’s needs and interests to fulfil the requirements of the EYFS.
	+ To work creatively with children within the EY framework, to provide an enabling learning environment for all children.
	+ To ensure all children have equal access to opportunities to learn and develop, providing a range of activities based on an observation and assessment cycle for children aged 2 – 4+ years.
	+ 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.

**Parents**

* + Liaising and facilitating close partnership working with parents, other family members, staff and outside agencies as required, to help ensure that the needs of children are met, and that parental choice is considered in terms of care given.
	+ To develop and maintain good relationships and communication with parents/carers to facilitate meeting the needs of each child, including organising meetings to update and involve parent/carers in their child’s learning.
	+ Manage the show-rounds for prospective parents around the pre-school facilities.

**Setting**

* + To lead the organisation on the availability and use of general and specialist play equipment and other resources, ensuring that they are clean, safe and secure.
	+ Carry out risk assessments on a regular basis.
	+ The efficient upkeep of the building and maintenance/stock of equipment, furnishings and fittings.

**Parent-Led Committee**

* + To liaise with the Parent-Led Committee in the development and improvement of the pre- school setting.
	+ To attend the 6-weekly committee meetings.
	+ To work with the Parent-Led committee to assist with fundraising efforts for the pre-school, as well as working with the committee to approve key actions (including but not limited to potential new external vendors, staffing concerns, policy updates and financially impacting decisions).
	+ Mandatory attendance to key events such as the Christmas shopping night, Christmas market at the church and Village Day.
	+ To maintain a strong working relationship with the chair(s) of the committee and ensure the chair(s) retain oversight over key governance related decisions.
	+ To work with the Chair to ensure the pre-school committee operates under the rules of our Articles of Association (e.g. 60% current parents) and that key positions are always staffed.

**Promotion**

* + To actively promote the pre-school to ensure that vacant places are filled, and that services are marketed and advertised so that the pre-school runs to full capacity, including but not limited to attending toddler groups in local churches and children’s centres.

**Policies & Procedures**

* + To act in accordance with current legislation, policy and procedures.
	+ To ensure that Health and Safety policies are implemented.
	+ To ensure that all policies and procedures are reviewed on an annual basis.

**General**

* + Work requires bending, kneeling and crouching for periods of time and may also involve lifting or holding children during planned activities, and changing nappies/toileting duties.
	+ Activities will occur both inside and outside.