



JOB DESCRIPTION

Job Title: The Pre-School Manager
Responsible to: The Chair of the Management Committee
Responsible for: Pre-School Staff

Purpose of Job: Overall day-to-day management for the Pre-School and Nursery, ensuring high quality provision is provided to stimulate a love for learning for all children that allows them to progress and meet their full potential.

Essential Requirements:

- NVQ Level 3 or equivalent in Early Years/Childcare Education.
- A minimum of two year's experience working in Early Years.
- Good understanding of EYFS Statutory Framework.
- Ability to plan and implement a Pre-School curriculum in line with the new EYFS outcomes.
- Ability to communicate effectively and work with parents and encourage their involvement.
- Strong leadership and motivational skills.
- An understanding of religious and cultural diversity.
- A commitment to equal opportunities.
- A positive, happy attitude and a willingness to maintain professional development through a variety of training.

Desirable Requirements:

- Managerial experience in Early Years.
- Ability to write clear reports.
- To understanding of the financial aspect of the Pre-School
- Competent using the IT to support your role and to enhance children's learning.
- Pediatric First aid trained.
- Food hygiene certificate
- Training level 1 or 2 in child protection/Safeguarding

Main Duties:

- To be responsible for the efficient running of the Pre-School and overall delivery of a high quality service.
- To ensure that the Pre-School nursery provides a safe, caring, stimulating educational environment, both in-doors and outdoors at all times.
- Ensure that all staff are correctly assigned and provide stimulating and varied opportunities for children to become motivated and enthused in their learning.
- To model and monitor high quality practices that will ensure the smooth day-to-day organisation and operation of the setting.
- To ensure that the Pre-School nursery plans an appropriate play based curriculum in line with the EYFS that enables children to make individual progress and follow their interests.

- To be responsible for implementing systems of observations and record keeping so that children's development, attainment and progress is effectively and regularly monitored and evaluate the effectiveness of the procedures.
- Input data information from tracking children on the EYFS.
- To work with other professionals in the local area for the benefit of children and families.
- To work closely with SENCO, keeping abreast with new training and work with outside agencies to ensure all children make the desired progress.
- To manage, supervise and support the Pre-School staff.
- To review and update Pre-School Policies and procedures.
- To ensure all staff understand and work to Pre-School nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies.
- To conduct staff appraisals and regular observations that are appropriate to identifying staff training needs and support them in meeting their targets.
- To liaise with the preschool administrator to ensure admin jobs are in hand and planned accordingly in the diary as well as developing an understanding of the finances and manage the budget set by the management committee.
- Ensure that the EYPP and 2 year funding is spent wisely within the preschool.
- To work closely with the deputy preschool leader, 3rd in charge and the administrator to support the running of the preschool and nursery.
- To hold weekly staff meetings.
- To liaise closely with parents/carers, informing them regularly curriculum and their child's progress.
- To continue to advertise the Pre-School to ensure we keep our number on roll high.
- Designated safeguarding lead for the setting.
- To ensure that the Pre-School nursery meets Ofsted requirements at all times.
- To organize and participate in the Key Person system.
- Act as a member of the management committee, attending committee meetings and report regularly to the committee as required.
- To attend and assist in fund raising events as required.
- Ensure that the day-to-day supplies i.e. stationary, paint, paper, journals, etc are available.
- Any other duties as maybe reasonably required by the management committee.