**Young Risers Pre School  | Annexe of Istead Rise Primary School  | Downs Road** | **Istead Rise | Kent | DA13 9HG |  Phone 01474 01474 832205** |

[**www.youngriserspre-school.co.uk**](http://www.youngriserspre-school.co.uk) ***YOUNG RISERS PRE-SCHOOL***

 **Job Description**

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| Job Title | Pre-School Manager |
| Responsible to | Management Committee |
| Responsible for | Pre-School Staff team |
| Purpose of the job | To provide overall management for Young Risers Pre-School, ensuring legal requirements and quality standards are met at all times, and to provide on-going supervision and support for all the pre-school staff team.To act as senior staff member in the Pre-School, as part of the staff team, working with the children. |

**Main duties**

1. To be responsible for the efficient day to day running of the pre-school and overall delivery of a high-quality provision, ensuring that staff are properly deployed and offer appropriate stimulation and support to the children.
2. To ensure that the pre-school provides a safe, caring, stimulating educational environment, both indoors and outdoors, at every session.
3. To ensure that the pre-school plans an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.
4. To ensure that pre-school plans appropriately for children under 3.
5. To ensure the pre-school meets Ofsted requirements at all times.
6. To recruit, induct, manage, supervise and support the pre-school staff. Promoting their professional development, conducting staff supervisions/appraisals and identifying training needs – managers supervisions/appraisal carried out by the committee.
7. To maintain own professional development.
8. To develop, implement and undertake regular reviews of all pre-school policies and procedures alongside the administrator.
9. To ensure all staff understand and work to the pre-school policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies.
10. To be responsible for implementing systems of observation and record keeping so that children’s attainment and progress is effectively and regularly assessed; to monitor the effectiveness of assessment procedures.
11. To liaise closely with parents/carers, informing them about the pre-school and its curriculum, teaching methods and practices; exchanging information about children’s progress and encouraging parents’ involvement.
12. To ensure records are properly maintained, e.g. daily attendance register, accident and incident books, medication records, risk assessments.
13. To ensure that the pre-school is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high, health and safety procedures are implemented at all times and fire drills are regularly practiced.
14. To be designated Safeguarding person for the pre-school and ensure awareness of Safeguarding and reporting procedures amongst the team.
15. To ensure that the pre-school implements its Equal Opportunities policy and is welcoming to children and families from all cultures, family groups and circumstances and with or without special needs. Working with other professionals in the local area for the benefit of children and families.
16. To convene and chair regular staff meetings ensuring records are maintained
17. To support the Management Committee with fundraising and raising the profile of the pre-school within the community.
18. To liaise closely with the Management Committee, providing setting reports where required and attend Committee meetings/Annual General Meeting; to communicate in a timely manner any need for equipment/supplies; to provide accurate information for payroll purposes.
19. To undertake any other reasonable duties as directed by the Management Committee in accordance with pre-school objectives.
20. To attend collaboration meetings regularly which Young Risers Pre-School is part of.
21. To implement the Hygge approach – calm and natural environment
22. To monitor children with SEN and be or appoint a SENCo and attend regular Lift meetings and SENCo Forums
23. Have a good understanding of GDPR and implementing it in the pre-school alongside the administrator
24. To Show round potential parents and children that may wish to sign up.

**NB This post is exempt from the Rehabilitation of Offenders Act 1974. (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198. Applicants must be prepared to disclose any conviction they may have and any orders which have been made against them.**

### Person Specification

**Essential Criteria**

* Experience of working in a pre-school setting
* Diploma in pre-school practice NVQ level 3 or equivalent
* Enhanced DBS
* A good knowledge and understanding of EYFS
* Sound understanding of child development and of children’s needs
* Ability to plan and implement a pre-school curriculum
* Ability to work with parents and encourage their involvement
* Ability to lead a team of adults
* Commitment to equal opportunities and understanding of religious and cultural diversity
* Ability to demonstrate knowledge and application of literacy and numeracy, and communicate clearly and accurately
* Ability to write clear reports
* A willingness to obtain a Level 4 or higher qualification
* Caring attitude with a sense of humour
* Friendly, flexible approach

**Desirable Criteria**

* Experience of a parent managed/parent involved pre-school
* Experience in Early Years Foundation Units
* Experience of children with Special Educational Needs (SEN)
* Paediatric First Aid Certificate
* A Level 4 qualification or above in early years education and childcare