**Pre-School Nursery Lead**

**Job Description**

**The Role:**

The pre-school nursery lead is a qualified childcare professional with the responsibility for the day to day running of pre-school. They perform an important role caring for children, maintaining a high quality, stimulating learning environment. They are creative and reflective practitioners able to implement new ideas and use a range of strategies to continually improve practice and support the management team.

**Main duties and responsibilities:**

* To deliver and ensure a high standard of learning, development and care for children aged 0-5 years.
* To manage the day to day activities of the setting.
* To ensure that the preschool is a safe environment for children, staff and others.
* To developing partnerships with parents/carers to increase involvement in their child’s development.
* To be responsible for any tasks delegated by the Early Years lead or Head Teacher.

**Main activities:**

* Day to day running of preschool nursery and overall delivery of a high quality service
* To ensure that the preschool nursery provides a safe, caring, stimulating educational environment, both indoors and outdoors, at all times
* To follow and work to preschool policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
* To share ideas and follow given plans to ensure each child is working towards the early learning goals
* To organise and participate in the key person system
* To liaise with parents/carers, exchanging information about children’s progress and encouraging parents’ involvement.
* To work in partnership with the Early Years Lead to develop the pre-school area and curriculum
* To undertake any other reasonable duties as directed, in accordance with the preschool aims and objectives.

**Person Specification for Pre-school Assistant**

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| Factors | Essential Criteria | Desirable Criteria |
| Education and qualifications | Minimum Level 3 qualification in Early Years or equivalent | Paediatric First Aid  Food Hygiene Certificate |
| Experience/ Knowledge | Knowledge of the Early Years Foundation Stage  Knowledge and proven experience of implementing good quality learning opportunities | Recent experience working in a pre-school/nursery setting |
| Skills and Attributes | Empathy and understanding of children under five.  Excellent verbal and communication skills with children and parents.  Ability to write reports and keep clear and accurate records.  Excellent organizational skills  Administrative and basic IT skills  Calm and caring nature  Ability to work as part of a team  Able to work on own initiative |  |
| Personal Qualities | Reliable, enthusiastic, and flexible  A commitment to quality in all areas, with a high level of motivation and enthusiasm  Able to perform under stress  A creative thinker  A good sense of humour |  |