



**Job Description**

<b>Post:</b>	<b>Pre-School Manager</b>
<b>Salary:</b>	<b>Based on relevant experience/qualification</b>
<b>Hours:</b>	<b>36.25 hours per week – Term-time only</b>
<b>Reporting to:</b>	<b>EYFS Lead/Headteacher</b>
<b>Responsible for:</b>	<b>Line managing pre-school staff</b>

**Main Purpose of the job:**

- inspirationally lead and manage the staff team to ensure that all children attending the setting, receive high quality care, are kept safe and receive stimulating play experiences which meet their individual needs and interests
- to ensure the setting continues to meet the safeguarding and welfare and learning and development requirements within the Early Years Foundation Stage, Ofsted and other legislative requirements
- to ensure the pre-school environment, inside and outside, is an ‘enabling environment’
- to monitor and evaluate practices, policies and processes that support children’s education, development and wellbeing
- lead on making collaborative links with other settings and agencies to build on the settings continuous developments and improve outcomes for all children

**Key Responsibilities:**

- to role model and monitor high quality practices that will ensure the smooth day to day organisation and operation of the setting
- to ensure that all management and business records are regularly updated and maintained
- to be SENCo for the setting and liaise with the school Inclusion Manager
- to be DSL for the setting and liaise with the Lead DSL for the school
- to build and maintain effective communication and positive relationships with staff, parents, carers, families and relevant professionals, whilst respecting appropriate confidentiality
- to be alert to issues of safeguarding and child protection, ensuring that the welfare and safety of children attending the setting is promoted and to follow safeguarding procedures as detailed in the school’s policy and as directed by the DSL Team/local safeguarding team
- to ensure that health and safety procedures provide a safe environment that promotes the health and wellbeing of all children, staff families and visitors
- keep up to date with research and good practice, to improve own knowledge and understanding and ensure effective practice within the setting
- to lead on the accuracy, collation and analysis of summative assessments and ensure that planning processes are effective in providing stimulating and varied opportunities for children to be motivated and enthused in their learning
- to ensure a culture of excellence in all the setting activities is supported by thorough reflection and self-evaluation and that the drive for continuous improvement promotes high levels of achievement for all children
- to work within the school’s policies and procedures
- to liaise with the Headteacher regarding pre-school business development, marketing and administration.

**Additional Information:**

- It is in the nature of the work that tasks and responsibilities are in many circumstances unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises that tasks which are not specifically covered in their job description have to be undertaken.
- This post is exempt from the Rehabilitation of Offenders Act (1974). Staff must be prepared to disclose any convictions they may have and any orders, which have been made against them. Our organisation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**Date prepared:** January 2024

## Person Specification – Pre-School Manager

ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>EXPERIENCE</b>	
<ul style="list-style-type: none"> <li>▪ At least 2 years recent management experience in a group care setting, leading all aspects of practice.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of collaborative working with other agencies/ settings.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Experience of working with and building strong relationships with parents/ carers.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of mentoring and coaching.</li> </ul>
<b>QUALIFICATIONS AND TRAINING</b>	
<ul style="list-style-type: none"> <li>▪ An early year's qualification equivalent to a Level 3</li> </ul>	<ul style="list-style-type: none"> <li>▪ Early Years Professional/ Teacher (EYPS/EYTS/QTS)</li> </ul>
<ul style="list-style-type: none"> <li>▪ Recent appropriate safeguarding training.</li> </ul>	<ul style="list-style-type: none"> <li>▪ A current paediatric First Aid qualification</li> </ul>
<ul style="list-style-type: none"> <li>▪ Training in leadership and management</li> </ul>	<ul style="list-style-type: none"> <li>▪ Leading training and development sessions for colleagues.</li> </ul>
<b>KNOWLEDGE</b>	
<ul style="list-style-type: none"> <li>▪ A sound knowledge of child development for children from birth to five years</li> </ul>	<ul style="list-style-type: none"> <li>▪ A knowledge of current research related to childcare and education</li> </ul>
<ul style="list-style-type: none"> <li>▪ Knowledge of child protection and safeguarding procedures</li> </ul>	
<ul style="list-style-type: none"> <li>▪ An understanding of and leading the implementation of the Early Years Foundation Stage (EYFS) curriculum.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ An understanding of a play-based approach to children's learning and development</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Knowledge of particular health and safety issues relevant to this age group</li> </ul>	
<b>JOB RELATED SKILLS AND ABILITIES</b>	
<ul style="list-style-type: none"> <li>▪ Good communication skills, oral and written</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Effective leadership skills</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Ability to maintain confidentiality</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Suitable person to work with children.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Ability to develop and lead fully inclusive practice</li> </ul>	
<b>OTHER REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>▪ An understanding and commitment to equal opportunities</li> </ul>	<ul style="list-style-type: none"> <li>▪ An understanding of Health and Safety in the workplace</li> </ul>
<ul style="list-style-type: none"> <li>▪ A willingness to undertake further relevant training</li> </ul>	