



Job Description

Fegans exists to bring hope to the lives of children, families and communities across the UK. We do this through life transforming counselling, restorative family and parent support and holistic early years childcare provision.

JOB TITLE:	Preschool Manager
LOCATION:	Tovil, Maidstone, Kent
HOURS:	Flexible, 37.5 hours per week, term time only
SALARY:	Up to £23k dependent on experience
DURATION:	Permanent

PURPOSE OF JOB

To work closely with Fegans Team to establish the new Buttons@ABC childcare service.

To lead a successful, high quality childcare provision, ensuring that standards are met and children receive excellent quality care and education.

MAIN DUTIES AND RESPONSIBILITIES

Leadership and Management

To recruit a team of skilled and dedicated individuals to run the preschool and afterschool club.

To induct, train and supervise all staff; ensure all staff are aware and adhere to all policies and procedures and maintain high standards of quality practices.

To regularly look at staff training needs and development opportunities, ensuring all staff attend training for the needs of the pre-school and for their own professional development.

To oversee the supervision and training of student placements within the Setting.

To lead staff meetings as appropriate, including preparation of agendas, training and planning sessions, with minutes.

Compliance

To ensure that all staff working in the setting on any basis are carefully referenced, DBS checked prior to commencing employment.

To actively promote and support the safeguarding of children and young people in the workplace.

To comply with all Ofsted framework requirements.

To be aware of and act in accordance with current and future legislation, policy and procedures and to ensure that all setting documents are easily accessible.

To manage staffing levels within the Setting to comply with required ratios, including planning and organisation of staff rotas.

Maintaining staff key practices within the Setting, e.g. health and safety including risk assessments, food hygiene, GDPR, administering of first aid and fire drill procedures, inclusion and confidentiality etc.

To lead a team of professionals to work within the Early Years Foundation Stage Framework and the vision and values of Buttons Pre-school to promote high levels of education and care.

Communication and Relationships

Establish and maintain positive relationships with Archbishop Courtenay school, Fegans and other professional bodies associated with the Setting.

To work closely with other Fegans services and Archbishop Courtenay school to ensure a fully holistic approach, attending regular meetings with the school.

Liaise with parents and staff to help ensure that the needs of children are met through the keyperson approach and good relationships are built with parents and carers.

Liaise with outside agencies as required.

To build and maintain the profile of the service in the local community.

General Management

Establish and oversee the Archbishop Courtenay after school club.

Be responsible for the application and management of funding, liaising with the funding department from the local authority as necessary.

Being responsible for administrative duties associated with the management of the pre-school, including child registration, updating of relevant records, maintaining an inventory etc.

To manage systems to monitor and record child development.

To manage the quality of resources within the Setting, including maintenance of materials and equipment.

To ensure the efficient upkeep of the building and equipment, furnishings and fittings, to be supported by appropriate policies for assessing the safety of equipment and resources within the Setting.

To manage all rotas, including volunteers and parents/carers.

Person Specification – Preschool Manager Buttons@ABC

Essential

You will hold a minimum qualification in Early Years at Level 3 (Cache, NVQ etc), plus relevant experience.

You will understand and ensure the requirements of the EYFS and Ofsted are met and have experience working in a busy nursery setting in a management position.

You will need experience and/or qualifications to be Designated Safeguarding Lead.

You will need the ability to lead and motivate a team, building on each person's strengths and abilities.

Desirable

You will have knowledge and experience practice in Special Educational needs, including a SENCO qualification.

You will have First Aid and Health and Safety qualifications.

An ability to engage with people at all levels and work as part of a team.

Be passionate about making a difference to children's and parents lives.

A good sense of humour and positive outlook, with the ability to problem solve.

Be able to stay calm and professional in difficult or stressful situations.

Be friendly, approachable, good communication skills and pro-active.

A commitment to develop knowledge and training.

Be able to prioritise tasks and manage a broad remit.