



## Job Description: Preschool Manager

### Lympsham Preschool and East Brent Preschool

<b>Purpose</b>	<ul style="list-style-type: none"> <li>- Support and lead the Preschool team to deliver high-quality education and care for children 2– 4 years.</li> <li>- Work closely with the Early Years lead and Headteacher to support the daily running of the preschool.</li> <li>- Support the running of wrap around care; breakfast club and afterschool club at Lympsham Preschool</li> <li>- To safeguard children, families, staff members and visitors at all times.</li> </ul> <p style="text-align: center;"><b>This position is to open to work at both Lympsham Preschool (4days) and East Brent Preschool (1 days)</b></p>
<b>Reporting to</b>	Leadership Team
<b>Salary</b>	Grade 12, points 12-19

<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• To take a lead role with delivering high quality provision and care for young children and staff.</li> <li>• To work closely with the Early Years Leader and Headteacher in delivering and planning the Early Years Foundation Stage Curriculum.</li> <li>• Lead day to day teaching and provision in the setting.</li> <li>• To help set up the classroom ensuring the environment is stimulating and engaging for all children, meeting the curriculum intent and the children’s needs.</li> <li>• Introduce innovative activities which continually challenge all children’s learning and development.</li> <li>• To lead the wider Preschool staff team, ensuring consistency and progression throughout the setting for all children.</li> <li>• Ensure progression for all children by means of assessment is completed and embedded within Preschool systems.</li> <li>• To organise, inspire and motivate the Preschool team.</li> <li>• To ensure the individual needs of the children in your care are recognised and met.</li> <li>• To liaise and work with all parents in a professional manner.</li> <li>• To ensure the confidentiality of information and data which relates to the children, families or other staff members.</li> <li>• Ensure all health and safety procedures and practices are being followed at a high standard.</li> <li>• To ensure that hygiene standards are maintained at all times.</li> <li>• To be familiar with all policies and procedures, and ensure they are followed by all staff at all times.</li> </ul>
-----------------------------	---



	<ul style="list-style-type: none"> <li>• Be committed to maintaining a safe, secure and nurturing environment both inside and out.</li> <li>• Promote the ethos and values of the both Schools ensuring the best outcomes for all children.</li> <li>• To be a keyworker to a small group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met.</li> <li>• To liaise with the wider Safeguarding team of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.</li> <li>• To attend staff meetings, where appropriate.</li> <li>• To attend in-service training courses and meetings as required.</li> <li>• To undertake any other reasonable duties as directed by the Early Years Lead and/or Headteacher, in accordance with the preschool's business plan/objectives. Include wrap around care/provision and holiday club.</li> <li>• Support the planning provision for wrap around care (Breakfast and Afterschool club)</li> <li>• <b>Safeguarding children, families and staff at all times</b></li> </ul> <p><b>The Trust recognises that the following skills are required for this post:</b></p> <p>Relating to others:</p> <ul style="list-style-type: none"> <li>• Impact and influence: the ability and the drive to produce positive outcomes by impressing and influencing others.</li> <li>• Team working: the ability to work with others to achieve shared goals.</li> <li>• Understanding others: the drive and ability to understand others, and why they behave like they do.</li> </ul> <p>Reflecting:</p> <ul style="list-style-type: none"> <li>• Reflect on personal and professional development.</li> <li>• Use feedback from all levels of the Trust to help improve provision.</li> <li>• Be aware of your own skills of self-management as regards time and prioritising workload.</li> </ul>
--	---

<p><b>Additional Responsibilities</b></p>	<p>Leadership:</p> <ul style="list-style-type: none"> <li>• Be able to inspire staff and pupils with the highest standards and expectations.</li> <li>• To ensure the aims, priorities and policies of the Trust are adhered to.</li> <li>• To always act as a positive representative of the Trust and its learners.</li> <li>• Be courteous to colleagues and provide a welcoming environment to visitors both in person and on the telephone and maintain a professional standard of demeanour and dress.</li> <li>• Take on additional responsibilities, as required by the Chief Executive and the Executive Leadership Team of the Wessex Learning Trust.</li> </ul>
---	--



	<p><b>The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust’s child protection procedures will be followed alongside implementation of the Trust disciplinary procedures.</b></p> <p><b>This post will require online checks to be undertaken and an enhanced DBS check, as well as medical clearance.</b></p>
--	---

**This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified.**

**The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust.**

<b>Signature (employee):</b>	
<b>Date:</b>	
<b>Signature (line manager):</b>	
<b>Date:</b>	

**Preschool Supervisor – Person Specification**



	Essential (E) Desirable (D)
<b>QUALIFICATIONS</b>	
5 GCSEs or equivalent (Grade A*-C) including Maths and English	E
Evidence of a further qualification, professional development, or training	D
A commitment to continuing professional development	E
Early Years Level 3 qualification	E
<b>EXPERIENCE</b>	
Broad range of knowledge within safeguarding, child development, protection, and behaviors	E
Experience of working in education or similar environment	E
Good understanding of the education sector	D
Experience of working with a range of partners and stakeholders	E
Experience of writing, contributing, and reviewing of relevant documentation	E
<b>SKILLS</b>	
Excellent verbal and written communication skills	E
Ability to use initiative and prioritise work	E
Strong interpersonal skills	E
Strong IT skills, including MS Office	D
Flexible and adaptable within a fast-paced, changing environment	E
Skilled at working under pressure to meet deadlines	E
<b>PERSONAL QUALITIES</b>	
High professional and personal standards	E
Respect for young people and their needs and passionate about enhancing opportunities	E
Demonstrates resilience, high level of motivation and 'can do' attitude	E
Commitment to maintaining confidentiality at all times	E
Demonstrate experience of building excellent working and professional relationships	D
Good sense of humor	E
Comply with safer recruitment checks including enhanced DBS	E