

## Oak Lodge Primary School

### Job Description

<b>Post Title:</b>	Pre-School Manager
<b>Responsible to:</b>	Headteacher
<b>Responsible for:</b>	Pre-school staff
<b>Main Purpose:</b>	

To provide safe, high quality education and care for pre-school children. To fulfil legal and statutory requirements. To lead and manage staff on a day-to-day basis. To contribute to and implement pre-school policies. To ensure that all statutory, legal and setting obligations are followed and met.

#### **Main duties:**

1. To take responsibility for drawing up long term, medium term and sessional curriculum plans which take in to account the requirements of the Early Years Foundation Stage (EYFS) curriculum guidance, and to monitor the effectiveness of the setting curriculum. This may include working with other external professionals.
2. To be responsible for providing a high quality of education and learning, ensuring the staff are properly deployed and offer appropriate stimulation and support to the children attending the setting.
3. To take responsibility for ensuring that performance management systems are in place and followed e.g. induction, probation, supervision, team meetings, appraisals, objective setting etc.
4. To draw up and supervise the daily programme of pre-school activities and events.
5. To be responsible for implementing systems of observation, record keeping and tracking so that children's progress and achievements are effectively and regularly assessed; to monitor the effectiveness of assessment procedures.
6. To organise the key person system and to effectively supervise staff on a daily basis; to be responsible for monitoring the quality of teaching; to participate in staff appraisals and to identify in-service training needs.
7. To ensure the welfare and safety of children is promoted within the setting and that any child protection concerns are always appropriately acted upon immediately.
8. To ensure records are properly maintained and updated e.g. daily attendance register, accident and incident book etc.
9. To liaise closely with parents/carers, informing them about the pre-school and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
10. To ensure the pre-school is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high, safety procedures are implemented, and to provide reports as required.

11. To liaise with Ofsted services and other professionals as necessary and ensure that all legal and statutory requirements are implemented, and to provide reports as required.
12. To implement any recommendations made following regulatory inspections.
13. To contribute to and to implement all pre-school policies and procedures, e.g. register and signing out procedures, safeguarding, health and safety, confidentiality, food safety, setting hygiene etc.
14. To manage the pre-school petty cash systems and to ensure that any systems for income collection or invoicing are followed.
15. To ensure that children attending the setting receive a balanced and healthy diet.
16. To attend any conference, training events or meetings, as identified and to keep up-to-date with current good practice.
17. To ensure that accurate and up-to-date record keeping systems are in place e.g. children's records of progress and any behavioural and development reports, any safeguarding issues, health and safety issues, notes taken at staff supervision meeting, details of targets set and of any performance concerns discussed.
18. To undertake any other reasonable duties in accordance with the settings; business plan/objectives.

## **EQUALITIES**

Ensure implementation and promotion in employment and service delivery of the Trust's equal opportunities policies and statutory responsibilities.

**NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them. This post is subject to an Enhanced Disclosure and Barring check.**

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### PERSON SPECIFICATION

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#### EXPERIENCE (Essential Requirements)

- Have relevant qualifications – a level 3 child care qualification and relevant experience
- Possess or be willing to obtain Paediatric First Aid Certificate and designated safeguarding training
- Minimum of 2 years in an early years and childcare setting, preferably with some management experience
- Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality
- Excellent working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance
- Willingness to attend meetings and training appropriate to the role
- Very good numeracy/literacy skills
- Safeguarding children and child protection training at a designated person level or willingness to undertake (training will be given)
- Can effectively lead a staff team.

#### KNOWLEDGE/SKILLS (Essential Requirements)

- Have a working knowledge of the EYFS and the statutory requirements
- Be able to form good relationships with children, parents and colleagues and be caring and empathetic, with an approachable manner
- Demonstrate good communication skills, both oral and written
- Be able to conform to all our policies and procedures
- Knowledge of how to support children with a variety of additional needs
- Takes an active involvement in the planning of the nursery curriculum throughout the nursery and within small group activities able to monitor the planning of others.
- Has an up-to-date knowledge of relevant legislation and guidance in relation to working with and the protection of children.
- Is able to maintain records accurately
- Excellent organisational skills

This job description can be amended at any time following discussion between the Head Teacher and the member of staff.