

Job Description – Pre-School Manager

Line of responsibility

The Pre-School Manager will be directly responsible to the EYFS Leader and the Headteacher

Job purpose:

- To manage the day to day running of the Pre-school to include co-ordinating the provision of a caring, safe, secure and stimulating environment, meeting the minimum Ofsted requirements.
- To plan a range of activities based on an observation and assessment cycle for children aged 3 – 4+ years.
- Managing a staff team, working under the direction of the EYFS Leader and the Headteacher to ensure policies and procedures are implemented at all times.
- To fulfil legal and statutory requirements

Duties and responsibilities:

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher.

Conditions of employment:

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- S/he is required to support and encourage the school's ethos and its objectives, policies and procedures.
- S/he shall uphold the school's policy in respect of child protection and safeguarding matters.
- To maintain confidentiality.
- To participate in training and other learning activities and performance development as required.
- To perform duties in line with health and safety requirements and report to the Headteacher where hazards are identified.
- S/he shall be subject to all relevant statutory and institutional requirements and must act in accordance with current legislation, policy and procedures;
- S/he may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post, however it provides an indicator of the main functions and responsibilities expected. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

Key Accountabilities:

- Work with Children;
- To lead the planning of safe, creative and appropriate opportunities;
- Liaise with Parents/carers.

Duties and Responsibilities

- To lead the planning of safe, creative and appropriate opportunities according to children's needs and interests to fulfil the requirements of the EYFS;
- Working creatively with children within the EY framework, in order to provide an enabling learning environment for all children;
- To develop and maintain good relationships and communication with parents/carers to facilitate meeting the needs of each child, including organising meetings to update and involve parent/carers in their child's learning;
- Ensuring all children have equal access to opportunities to learn and develop;

- To assist in the responsibility of drawing up the long term, medium term and weekly curriculum plans, which ensure that each child is working towards early learning outcomes; to help monitor the effectiveness of the pre-school curriculum;
- To draw up and to supervise the daily programme of Pre-school activities and events, ensuring that staff are properly deployed with required ratios and offer appropriate stimulation and support to the children;
- To organise the keyworker system and to effectively supervise staff on a daily basis; to be responsible for monitoring the quality of the provision; to participate in staff appraisals and to identify in-service training needs and development opportunities;
- To actively promote the Pre-school to ensure that vacant places are filled, and that services are marketed and advertised so that the Pre-school runs to full capacity;
- Liaising with the EYFS leader and the Headteacher to share information and agree course of action, to provide reports as required;
- Liaising with advisory and support staff in the development and improvement of the Pre-school setting;
- To assist with safer recruitment, induct and supervise all setting staff as appropriate.
- To ensure that staff comply at all times with Pre-school policies, procedures and standards, including health and safety, hygiene, inclusion, confidentiality;
- To contribute to and to implement all Pre-school policies and procedures, especially those on equal opportunities and confidentiality;
- To ensure that 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 at all times and fire drills are regularly practiced.
- Promoting positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour;
- To be responsible for implementing systems of observation and record keeping so that children's attainment and progress are effectively and regularly assessed; to monitor the effectiveness of assessment procedures.
- Providing objective and accurate feedback and reports as required on child achievement progress;
- To ensure records are properly maintained, e.g. daily register, accident and incident book.
- To actively promote and support the safeguarding of children and young people in the workplace, ensuring that all staff and volunteers observe setting policies and procedures to keep children safe from harm.
- To keep up-to-date with current good practice.

5. General Duties

- Work requires bending, kneeling and crouching for periods of time and may also involve lifting or holding children during planned activities, and changing nappies/toileting duties;
- Activities will occur both inside and outside. The Pre-School must provide suitable activities and play opportunities both indoors and outdoors in order that children develop to their full potential.
- All staff have a duty to safeguard and protect children from harm, neglect, and abuse; every person working with children must continually update their training and awareness of current practice. Staff must have a full understanding of the safeguarding children practices with an awareness of how any child protection issues would be approached.
- In connection with child protection all staff are responsible for the continuous supervision of all children; children must be supervised at all times in order to ensure their complete safety.
- All staff members must follow and comply with school documentation which includes all policies, procedures, and health and safety documentation. Furthermore, any additional information or instructions given by a senior member of staff must be followed.

- Equality of opportunity for all within the setting is essential. All staff members must conduct themselves in a non-discriminatory manner; whilst any form of prejudiced behaviour will not be tolerated.
- At all times, staff must remain professional, and maintain professional relationships with parents/ carers outside the workplace.

6. Lone Working

The post holder is to observe the recommendations by TDLPT regarding working alone in schools. Due care and attention should take place at all times and any emergencies or major incidents are to be reported to the Head of School as soon as possible.

7. Training

The post holder is required to keep up to date with legislation and training. Courses may need to be undertaken from time to time and hours may be varied to accommodate such training.

8. Health & Safety

The post holder is required to gain an understanding of the TDLPT's health and safety procedures, health and safety legislation, and statutory codes of practice and regulations from time to time in force, comply with them at all times and ensure that safety equipment and protective clothing provided are always used during your hours of work for the Academy. The TDLPT's health and safety information is available in the School Office and further information is set out in the Academy's policies and procedures.

9. Working Conditions

The DLPT is a Multi-Academy Trust, as such staff may be required to work or travel between any of the MAT locations together with any future School premises within a reasonable travelling distance.

10. Safeguarding

The DLPT is committed to safeguarding and promoting the welfare of children and young people. Regular safeguarding checks, such as the Staff Disqualification Declaration, will be carried out by HR.