

Green Street Green Preschool JOB DESCRIPTION and PERSON SPECIFICATION

Title: Preschool Manager	Grade: BR7
Department: Preschool	Section: Early Years and Childcare Service
	Reports to: EYFS Lead

MAIN PURPOSE

- To provide a happy and nurturing environment where all children are encouraged to develop and meet their potential.
- To be responsible for and oversee the day-to-day management, staffing, organisation and smooth running of the Preschool.
- To ensure that the Preschool is a safe environment for staff, children, families and any visitors to the setting.
- To work in partnership with parents/carers and external agencies for the continued benefit of the children and ensure a welcoming environment for all.
- To encourage parents/carers/family members to participate in all aspects of their child's development and become active within the Preschool.
- To demonstrate a strong commitment to equal opportunities for all children and families.

SUMMARY OF RESPONSIBILITIES AND DUTIES

- To ensure that the Preschool is kept clean, well maintained and presentable at all times. To ensure that planning and record keeping are effective in evidencing a child's current development needs and encouraging next steps and progress to be made.
- To effectively and efficiently staff the Preschool, with the correct ratios, at all times.
- To ensure the EYFS curriculum is promoted and delivered within the setting and the principles adhered to.
- Establish routines and practices that ensure that high standards of childcare are maintained and to model good practice to staff, ensuring professionalism at all times.
- To take the lead role as required in any matters relating to children with additional needs and to provide an inclusive provision, ensuring that agreed individual plans are in place as appropriate.
- Write transitional reports for parents, reception class teachers and other receiving schools as required.
- Identify staffing needs and contribute to the process of advertising, short listing and appointing staff.
- To maintain and/or ensure that the staff team maintains all records and administrative processes as required by OFSTED and the Senior Leadership Team.
- To conduct parent tours of the Preschool and register new children alongside the EYFS Lead.
- To be responsible for and organise Preschool events in line with the school calendar.

HEALTH AND SAFETY

- Manage the day to day operation in order to ensure the health and safety of the children, their parents and carers, the team and any visitors to the Preschool.
- Adhere to all health and safety policies and procedures.
- Be fully aware of all emergency and security procedures.
- Be responsible for ensuring the Preschool remains compliant in respect of suitably trained staff with relevant first aid qualifications.
- Keep and monitor accident, incident and risk assessment records in accordance with agreed policies and procedures.
- To ensure that only designated staff administer medication and maintain accurate records in accordance with agreed policy and procedures.
- To ensure that all staff are aware of allergies within the setting and individual children's dietary needs.
- To ensure that all staff are aware of medical conditions for any of the children within their care.
- To ensure that accident/incident forms are completed, checked and signed.
- To regularly analyse the accident/incidents forms, consult the EYFS lead on the findings of this analysis and act on these.
- To be responsible for ensuring all risk assessments for the setting are complete and up to date alongside the EYFS lead.
- To ensure that all staff and visitors are made aware of the fire evacuation procedures, exits and meeting points for the Preschool and the mobile phone policy.

SAFEGUARDING

- At all times the Preschool Manager will be expected to respect the confidentiality of sensitive family information (subject to child protection policies and procedures).
- The Preschool Manager must work to Preschool policies including Keeping Children Safe in Education, Equal Opportunities, Data Protection and Confidentiality.
- To liaise with the DSL as appropriate and ensure the Safeguarding Policy is followed at all times.

RESOURCES

- The Preschool Manager will have day to day responsibility for the planning of the Day Care in the Preschool and for the use of other resources. Also for ensuring that the daycare provision is clean, safe and welcoming for families and staff.
- The Preschool Manager will need to demonstrate effective time and resource management to meet the planned needs of children and families and any anticipated demands that might be reasonably foreseen, whilst retaining the flexibility to be accessible and available to parents and staff.
- The Preschool Manager will need to make judgments about the delegation of tasks and responsibilities to other staff in the Preschool, with the support of the Early Years Lead.
- The work requires normal physical effort. It may occasionally involve lifting and handling of training equipment, play equipment and other resources and to be involved in practical activities and physical care of young children.
- To order and maintain equipment and resources in the Preschool.
- To complete and submit all funding applications accurately and within deadlines with the support of the Office Manager and Finance Team.
- To apply for additional funding for children/the setting wherever appropriate and to oversee the use of funding ensuring that is accounted for, with the support of the Office Manager and Finance Team.

CREATIVITY AND INNOVATION

- The Preschool Manager will have a key role in planning and monitoring of the Preschool and implementing essential policies and procedures. This will require creative thought together with an informed understanding of statutory requirements and best practice for childcare.
- To embrace opportunities to develop new practice and skills linked to the post.

CONTACTS AND RELATIONSHIPS

- The Preschool Manager will be expected to build good working relationships at every level. Working in partnership with parents and families is highly valued and the Preschool Manager must be approachable, friendly and able to communicate effectively at all times.
- To promote positive relationships and interaction between staff, parents and children and to chair staff meetings and parent/carer meetings as required.
- Develop and maintain links with multi-disciplinary teams within the Children & Young People Service and the local and wider community.
- To hold parent evenings and regular events to encourage parents/carers partnership.
- To work closely with the SENCO and other school leaders.

MANAGEMENT AND LEADERSHIP

- The post holder will be responsible for management, supervision and appraisal of Preschool staff.
- To complete goals set within the development plans in line with the school's monitoring and assessment cycle and ensure that any training needs are identified and training courses are booked accordingly.
- To investigate any complaints from members of staff, parents/carers, external agencies and to ensure school procedures are followed.
- To ensure that all staff inductions are completed in line with agreed policies and procedures.
- To hold regular staff meetings.
- The Preschool Manager will identify staff training needs and facilitate training opportunities. From time to time there may be a requirement to manage the work of staff who are appointed for supply work or to provide supervision for students on placement.
- Support and identify staff development through individual and group supervision.
- To report to tutors on college and work experience students verbally and through meetings and written reports.
- Manage staffing issues such as poor performance and sickness absence in line with agreed policy and procedures.
- Assist in managing the nursery budget, identifying need and overseeing the ordering of equipment and curriculum resources when necessary.
- To understand and implement Early Years Foundation Stage policies and procedures (for example for Health and Safety) in relation to staff, buildings and resources.
- To ensure that the setting is compliant with OFSTED. To ensure staff members are able to give their own views and ideas.

OTHER DUTIES

The duties and responsibilities in this job description are not exhaustive or restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post. This job description may be reviewed in the future.

PERSON SPECIFICATION

Essential Knowledge and Skills

Knowledge, understanding and practical experience of caring for young children

Knowledge and practical understanding of child development and parenting.

Knowledge and understanding of legislation and regulations relating to day care for young children and the inspections process for approval of day care settings.

Able to work independently and to manage own time efficiently.

Experience of managing, supervising and appraisal of staff.

Ability to develop an effective team.

Ability to create and implement basic systems for child records and financial records. Ability to communicate effectively with staff at all levels.

Personal Qualities

Caring, warm and empathic.

Ability to relate well to children and adults.

Professional manners.

Approachable with a calm nature.

Well organised and methodical.

Dependable and flexible.

Motivated and enthusiastic with a good sense of humour.

Ability to self-evaluate learning needs and actively seek learning opportunities.

Qualifications

Level 3 Childcare qualification or equivalent (essential)

Foundation Degree or BA in Early Years (desirable)

Ability to demonstrate good numeracy and literacy skills equivalent to GCSE A-C (essential).

First aid training/training in specific medical procedures as appropriate (desirable).

Signature of Post Holder:

Date: