



### **Job Description**

**Job Title:** Pre-School Manager – Maternity Cover

**Setting:** Wargrave Pre-School

**Responsible To:** The Pre-School Committee and Executive Committee

**Responsible For:** Pre-School staff

### **Purpose of the job:**

To provide safe, high quality education and care for Pre-School children.

### **Main duties:**

#### **Planning, curriculum and day to day running of Pre-School**

To take overall responsibility for drawing up long, medium and short term plans which ensure that each child is working towards desirable learning outcomes within the EYFS curriculum. To monitor the effectiveness of the Pre-School curriculum.

To chair regular staff/planning meetings and to attend Pre-School Committee meetings.

To be responsible for providing high quality teaching, ensuring that staff are properly deployed and offer appropriate stimulation and support to the children.

To lead Pre-School sessions as required.

To be responsible for implementing systems of observation and record keeping so that children's attainment and progress is effectively and regularly assessed. To monitor the effectiveness of the assessment procedures.

To ensure records are properly maintained (e.g. daily attendance register, accident and incident book).

To ensure that the Pre-School is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills are regularly practised.

To contribute to and implement all Pre-School policies and procedures. To review and update policies as required.

To keep up-to-date with current safeguarding practises and to be the Designated Safeguarding Lead for the Pre-School.

Ensure staff training records and DBS are up to date and monitored on a half-termly basis.

To be involved in the forecasting and budgeting expenditure for the day to day running of Pre-School with the Administrator and liaising with the Treasurer.

To attend in-service training and meetings as required.

To ensure that Pre-School conforms to all the current OFSTED requirements.

### **Liaison:**

To liaise closely with parents/carers, informing them about the Pre-School and its curriculum, exchanging information about children's progress and encouraging parental involvement through a regular newsletter to parents and through learning diaries.

To liaise with the management committee, social services and other professionals as necessary and ensure that all legal and statutory requirements are implemented and to provide reports as required.

To ensure effective communication between the Pre-School and local schools and organisations.

To liaise with the Chair and Treasurer of the Pre-School Management Committee about the numbers of children attending and to ensure that places are allocated in accordance with procedures.

### **Managing Staff:**

To ensure appropriate staffing levels to OFSTED's requirements are maintained at all times.

To supervise staff and to be responsible for monitoring the quality of teaching and learning.

To be responsible for implementing the keyworker system whereby qualified staff members are responsible for working closely with a particular group or groups of children.

To perform annual staff appraisals and to write staff development plans that focus on the need for training, stating specific courses that need to be attended.

To collect time sheets from staff and pass on to the Administrator, to deal with any queries or discrepancies that arise.

To deal with staff grievance procedures and staff disciplinary procedures.

*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.*

**Person Specification – Essential Criteria:**

- Previous experience of working with children
- Qualified to a recognised level 3 in childcare for at least 2 years.
- Sound understanding of child development and of children's needs
- Ability to plan and implement a Pre-School curriculum
- Ability to communicate effectively and to work with parents and encourage their involvement
- Ability to lead a team of adults effectively
- Commitment to equal opportunities and understanding of religious and cultural diversity
- Ability to write clear reports and newsletters
- Good IT skills, ability to use a word processor, simple spread sheets and use email as a means of passing information
- Good mental and physical health
- Experience in a management/leader role

**Additional Details:**

Rate of pay negotiable depending on experience.

**Hours and place of work:**

8am – 3pm 4/5 days a week (Monday – Thursday/Friday) In Pre-School (term time only)