**Stannington Village Pre-School – Job Description**

Job title: Pre-School Manager

Responsible to: Pre-School Committee

Responsible for: Early Years Educators and Deputy Manager

Purpose of the job: To provide safe, high-quality education and care for early years children.

To fulfill legal and statutory requirements.

To lead and manage staff on a day-to-day basis.

To devise and implement early years policies.

To ensure that all statutory, legal and setting obligations are followed and met.

**Safeguarding requirement:** Stannington Village Pre-schoolis committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

**Main duties:**

1. To take responsibility for drawing up long-term, medium-term and sessional curriculum plans which take into account the requirements of the Early Years Foundation Stage (EYFS 2021), and to monitor the effectiveness of the setting’s curriculum; this may include working with external professionals.
2. To be responsible for providing a high quality of education and learning, ensuring that staff are properly deployed, and to offer appropriate stimulation and support to the children attending the setting.
3. To have an appropriate action plan in place which enables the setting to achieve and maintain a minimum good Ofsted rating at the next inspection.
4. To take responsibility for ensuring that performance management systems are in place and followed e.g. induction, probation, supervision, team meetings, appraisals and objective setting.
5. To ensure that staff are appropriately supported to carry out their role effectively, ensuring effective Continuing Professional Development via learning, training and mentoring.
6. To draw up and to supervise the daily programme of activities and events.
7. To be responsible for implementing systems of observation and record keeping so that children’s progress and achievements are effectively and regularly assessed; to monitor the effectiveness of assessment procedures.
8. 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.
9. To ensure that the welfare and safety of children is promoted within the setting and that any child protection concerns are always acted upon appropriately and immediately.
10. To ensure records are properly maintained and updated, e.g. the daily attendance register, accident and incident records.
11. To liaise closely with parents/carers, informing them about the setting and its curriculum, exchanging information about children’s progress and encouraging parents’ involvement.

1. To ensure that Stannington Village 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.
2. To liaise with the committee, Ofsted services and other professionals as necessary and ensure that all legal and statutory requirements are implemented, and to provide reports as required.
3. To implement any recommendations made following regulatory inspections.
4. To manage and implement all early years policies and procedures, e.g. administrative procedures, child protection, health and safety, confidentiality, food safety, setting hygiene.
5. To co-ordinate provision for children with SEN/Safeguarding needs in the setting and oversee the day to day operation of the SEN/Safeguarding policy.
6. To support and work in partnership with each key person at the setting in order to implement the SEN/Safeguarding policy.
7. To co- manage the Toddler Group and ensure it runs in accordance with Pre-School policies and procedures as well as any regulatory requirements and to also make use of Toddler Group as a promotional tool for Pre-School.
8. To support mealtimes within the setting and ensure that children attending the setting receive a balanced and healthy diet.
9. To attend any conferences, training events or meetings, as identified by the committee and to keep up-to-date with current good practice.
10. To ensure that accurate and up-to-date record keeping systems are in place e.g. children’s records of progress and any behavioral and development reports, any safeguarding issues, health and safety issues, notes taken at staff supervision meetings, details of targets set and of any performance concerns discussed.
11. To promote the setting to current parents and advertise to potential customers.
12. To undertake any other reasonable duties as directed by the committee in accordance with the setting’s business plan/objectives.

**This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the committee. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.**

**Person specification**

*Essential criteria:*

1. At least two years’ proven experience of working in an early years care and education setting or at least two years’ other suitable experience.
2. Level 3 relevant early years / childcare qualification, and a commitment to obtaining a level 4 qualification. [Check early years qualifications - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/early-years-qualifications-finder)
3. A Specialist Safeguarding certificate and a demonstratable commitment to continuously promoting a culture of safeguarding
4. Current Paediatric First Aid Certificate.

1. A desire to drive change and improvement across the pre-school provision.
2. Sound understanding of child development, and of children’s needs.
3. Ability to plan and implement a pre-school curriculum, taking into account the SEN Code of Practice, child protection procedures and equal opportunities considerations.
4. Demonstrable and detailed knowledge of current legislation relevant to the early years.
5. Understanding of the Prevent Duty in the Counter-Terrorism and Security Act 2015, as it relates to early years settings.
6. Ability to comply with the requirements placed on the setting by the EYFS.
7. Ability to work with parents and families to encourage their involvement.
8. Commitment to maintain Confidentiality.
9. Ability to positively represent the setting to maximise occupancy levels and fee income.
10. Ability to effectively lead and manage a team of adults, including conducting performance management processes e.g. induction, supervision meetings, appraisals and setting objectives.
11. Commitment to equal opportunities and an understanding of equality and diversity issues.
12. Ability to write clear reports.
13. Proficient in the use of Word & Excel
14. Suitable both mentally and physically, to care for children.
15. Eligibility to work in the U.K.

*Desirable criteria:*

1. Level 4 or above early years education and childcare qualification or degree.
2. 2 years’ recent managerial experience, ideally in an early years setting.

**This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.**