



Job description: Pre-school Manager, St Mary's Pre-School, Ipswich

Job title: Pre-school Manager

Responsible to: Chair of committee

Responsible for: Pre-school staff

Purpose of the job is:

- Ensuring a safe, high quality provision of education and care for pre-school children, in line with the EYFS;
- Working with staff and committee to drive forward improvements to help the setting achieve 'Good' and then 'Outstanding' Ofsted rating;
- Running the setting on a day-to-day basis including working with the children, managing staff and liaising with parents;
- Role-modelling best practice in all areas of work and act as a source of guidance and advice for staff members and their ongoing development;
- Ensuring that all statutory, legal and setting obligations are met including implementation of (and contribution to) pre-school policies;
- Leading by example and ensuring collaborative working with staff to implement and uphold the highest standards for the pre-school; and
- Developing strong working relationships with staff, parents, committee and external stakeholders and agencies.

Hours: 40 hours per week, term-time only (8 sessions per week, admin & meetings)

Salary range dependent on full and relevant Early Years qualifications and experience:
£18,500 - £25,000.

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a criminal records check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

Main duties

1. To organise, supervise and implement the daily programme of pre-school activities and events, working directly with children as part of the staff ratio and to be a 'Key Worker' for a small group of children.
2. To ensure that the welfare and safety of children is promoted within the setting and that any child protection concerns are always appropriately acted upon immediately. To maintain appropriate confidentiality, in line with safeguarding guidance.
3. 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).
4. Overseeing and supporting individual staff with implementation of curriculum plans, including reviews of learning journals on Tapestry.
5. Monitor the effectiveness of the setting's curriculum with assistance from the Deputy Manager. This may also include working with other external professionals.
6. To be responsible for providing a high quality of education and learning, ensuring that staff are properly deployed and offer appropriate stimulation and support to the children attending the setting. To oversee the key person system.
7. To effectively supervise all staff, volunteers and students on a daily basis; to be responsible for monitoring the quality of care and education and to identify in-service training needs.
8. To take responsibility for ensuring that performance management systems are in place and carried out e.g. induction, probation, supervision, team meetings, appraisals, peer observations and objective setting etc. This is to include opportunities for staff feedback and reviews on activities, systems and initiatives.
9. Liaise with staff and parents/carers and ensuring the smooth daily running of the setting is maintained. Ensure that all concerns and complaints are dealt with in a professional manner and in accordance with the policies and procedures.
10. 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; to ensure records are properly maintained and updated, e.g. daily attendance register, accident and incident forms etc. To store records in line with Data Protection legislation and GDPR.

11. To ensure that the pre-school is a safe environment for children, staff and others, that equipment is safe and suitable, standards of hygiene are high, safety procedures are implemented at all times, appropriate risk assessments are carried out, and fire drills are regularly practiced.
12. To liaise closely with parents/carers, informing them about the pre-school and its curriculum. To implement an appropriate induction process for new children. To exchange information about children's progress and encourage parents' involvement. To provide newsletters and organise open evenings to share information with parents/carers.
13. To liaise with the management committee, Ofsted services and other professionals as necessary and ensure that all legal and statutory requirements are implemented. To attend meetings and to provide reports as required.
14. To always follow 'best practice' guidelines set out by the authorities, to implement any recommendations made following regulatory inspections and to update the Ofsted Self-evaluation Form.
15. To have an appropriate action plan in place to ensure the setting achieves an improvement of Ofsted rating (or maintenance of if rated 'Outstanding') at the next inspection.
16. To contribute to and to implement all pre-school policies and procedures.
17. To attend any conferences, training events or meetings, as identified by the committee and to keep up-to-date with current good practice.
18. To undertake any other reasonable duties as directed by the Chair of the management 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 line manager.

As an Employee of St Mary's Pre-school, you will be entitled to the following benefits.

- Free access to an employee assistance programme;
- Free on-site parking;
- Payment into a pension scheme; and
- Access to regular additional training and personal development opportunities.