

## Job Description: Pre-School Manager

### Stannington Village Pre-School

Lomas Memorial Hall, Church Street, Stannington, Sheffield S6 6DB

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 fulfil legal and statutory requirements.  
To lead and manage staff on a day-to-day basis.  
To write and implement early years policies and other essential documentation.  
To ensure that all statutory, legal and setting obligations are followed and met.  
To be financially aware.

**Safeguarding requirement:** Stannington Village Pre-school is 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 be responsible for providing a high quality of education and learning, ensuring that staff are properly deployed, and to offering appropriate stimulation and support to the children attending the setting.
2. 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), and to monitor the effectiveness of the setting's curriculum; this may include working with external professionals.
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. To implement any recommendations made following regulatory inspections.
4. To ensure that staff are appropriately supported to carry out their role effectively,
  - monitoring the quality of teaching
  - ensure performance management systems are in place and effective, e.g. induction, staff appraisals, probationary meetings, objective setting and welfare checks
  - identify in-service training needs
  - ensure effective Continuing Professional Development via learning and training
  - oversee the key person system
5. To ensure that accurate and up-to-date record keeping systems are in place,
  - children's records of progress and any behavioural and development reports
  - safeguarding issues
  - health and safety issues
  - staff supervision meeting notes, details of targets set and of any performance concerns discussed
  - Family/management software records are properly maintained and updated
6. To ensure that all legal and statutory requirements are implemented, and to provide reports as required to the committee,
  - update and implement all early years policies and procedures and risk assessments as necessary
  - have an understanding of employment law and HR issues to ensure that SVPS operates within the law and our policies at all times.

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7. To liaise with the Ofsted and other professionals as necessary.
8. To be responsible for monitoring all 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.
9. To be the Safe Guarding lead and 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 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 practised.
11. To support mealtimes within the setting and ensure that children attending the setting are safe and receive a balanced and healthy diet.
12. To issue invoices at the start of each half term and manage the local authority funding process ensuring all obligations are met.
13. To liaise closely with parents/carers, informing them about the setting and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
14. To be the SEN lead, co-ordinating provision for children with SEN/Safeguarding needs in the setting and oversee the day to day operation of the SEN/Safeguarding policy.
15. To support and work in partnership with each key person at the setting in order to implement the SEN/Safeguarding policy.
16. To attend any conferences, training events or meetings, as identified by the committee and to keep up-to-date with current good practice.
17. To promote the setting widely in the community to current parents and advertise to potential customers.
18. 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 early years education and childcare qualification or equivalent.
3. A suitable Mathematics qualification in line with current EYFS requirements.
4. An advanced Safeguarding qualification.
5. Paediatric First Aid Certificate.
6. Proficient in the use of Word & Excel and able to write clear reports.

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7. A desire to drive change and improvement across the pre-school provision.
8. Sound understanding of child development, and of children's needs.
9. Ability to plan and implement a pre-school curriculum, taking into account the SEN Code of Practice, child protection procedures and equal opportunities considerations.
10. Demonstrable and detailed knowledge of current legislation relevant to the early years.
11. Understanding of the Prevent Duty in the Counter-Terrorism and Security Act 2015, as it relates to early years settings.
12. Ability to comply with the requirements placed on the setting by the EYFS.
13. Ability to work with parents and families to encourage their involvement.
14. Commitment to maintain Confidentiality.
15. Ability to positively represent the setting to maximise occupancy levels and fee income.
16. Ability to effectively lead and manage a team of adults, including conducting performance management processes e.g. induction, supervision meetings, appraisals and setting objectives.
17. Commitment to equal opportunities and an understanding of equality and diversity issues.
18. Suitable both mentally and physically, to care for children.
19. 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.
3. SENCO role experience.

**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.**