

Yarburgh Community Preschool

Job Description



Preschool Manager

Job title	Preschool Manager
Responsible to	Yarburgh Community Preschool Committee
Responsible for	All staff of Yarburgh Community Preschool
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 contribute to and to implement early years policies. To ensure that all statutory, legal and setting obligations are followed and met.

Yarburgh Community Preschool 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 take responsibility for 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.
2. To liaise and work in partnership with other agencies, both statutory and voluntary, where appropriate.
3. 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.
4. 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.
5. 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.
6. To ensure that staff are appropriately supported to carry out their role effectively, including support for children identified with additional or special educational needs.
7. To oversee the daily programme of activities and events.
8. To be responsible for implementing and maintaining 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 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.
10. 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.

11. To ensure records are properly maintained and updated, e.g., the daily attendance register, accident and incident records.
12. To be fully aware of the settings operational policies and procedures and ensure policies and procedures are followed, implemented, monitored, reviewed by all staff this includes ensuring that all accidents and incidents are recorded as outlined in the policies and procedures.
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 ensure that Yarburgh Community Preschool 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.
15. To liaise with the Yarburgh Community Preschool Committee, Ofsted services and other professionals as necessary and ensure that all legal and statutory requirements are implemented and maintained, and to provide reports as required.
16. To implement any recommendations made following regulatory inspections.
17. To contribute to and to implement all early years policies and procedures, e.g. register and signing out procedures, child protection, health and safety, confidentiality, food safety, setting hygiene.
18. To manage the office systems and procedures and to ensure that the Administrative Assistant carries out the duties efficiently and effectively. The manager should be directly responsible ensuring that any systems for funding submissions, income collection and billing are checked and signed off before the Administrative Assistant submits/sends off the final documents.
19. To work with and support Yarburgh Community Preschool Committee e.g., by helping to recruit new members to the Committee, by organising events and outings that support the educational programme, supporting fundraising activities, by attending Committee meetings and reporting to them any matters arising.
20. To attend any conferences, training events or meetings necessary to keep up-to-date with current good practice.
21. 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, notes taken at staff supervision meetings, details of targets set and of any performance concerns discussed.
22. To undertake any other reasonable duties as directed by the Yarburgh Community Preschool Committee in accordance with the setting's business plan/objectives.

Please note that this job description is not exhaustive and you are required to carry out other duties in line with your role.

Person specification

Essential

1. At least two years' proven experience of working in an early years care and education setting.
2. CACHE Level 3 certificate in Childcare & Education or equivalent, and a willingness to undertake further relevant training.
3. Ability to communicate the need for quality and continuous improvement, and influence good practice through example.
4. Sound understanding of child development, and of children's needs.
5. Ability to plan and implement a preschool curriculum, taking into account the SEN Code of Practice, child protection procedures and equal opportunities considerations.
6. Demonstrable and detailed knowledge of current legislation relevant to the early years and the ability to comply with the requirements placed on the setting by the EYFS.
7. Ability to work as part of a team and to inspire and motivate the team, working alongside the rest of the team, recognising and developing their strengths.
8. Ability to work with parents and families to encourage their involvement.
9. Ability to effectively lead and manage a team of adults, including conducting performance management processes e.g., induction, supervision meetings, appraisals and setting objectives.
10. Friendly, flexible approach.
11. Ability to be pro-active, reflective and self-motivated.
12. Excellent interpersonal skills and a professional attitude. Good, confident communication skills to deal effectively and respectfully with children, parents, colleagues and visitors.
13. Demonstrate a commitment to continuously promoting a culture of safeguarding.
14. The ability to respect confidentiality of information.
15. Commitment to equal opportunities and an understanding of equality and diversity issues.
16. Ability to communicate in writing by being able to produce clear, concise and accurate reports and correspondence, e.g., for disciplinaries, business plans, child protection/safeguarding reporting and for recruitment purposes etc.

Desirable

1. CACHE Level 4 or above certificate in Childcare & Education or equivalent or degree
2. Designated Safeguarding Lead training

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.