



## **Job Description – Pre-School Manager**

### **Redhills, Shaldon and Brixham Pre School's**

The Pre-School Manager reports to The ACE Enhanced Services board and attends termly Enhanced Services board meetings. This role is responsible for ensuring the continued development of each setting in line with the Trust and Enhanced Services Mission, Vision and Values and its strategic plan.

The Manager of the Pre-School takes responsibility for

#### **Safeguarding:**

- Take overall responsibility for Safeguarding within the setting
- Providing a caring, secure environment in which the children attending the setting have the opportunity to develop both intellectually and physically
- Ensuring that the equipment is well maintained and safe to use.
- Ensuring that good hygiene standards are maintained at all times.
- Regularly reviewing safety procedures for emergency evacuation, arrival/departure and during the session itself
- Keeping completely confidential any information regarding the children, their families or other staff which is learnt as part of the role, and ensure all staff are aware of, and follow, setting policy and procedure
- Ensuring that policies adopted by the group are implemented.
- In conjunction with other staff, keeping daily records including the daily register of attendance, absentee forms, accident/incident forms and complaints log.
- Recognising any behavioural/medical problems and liaising with the setting SENDCo regarding these matters as well as liaising with the other Key Persons, parents/ carers and outside agencies as required.
- Liaising with outside agencies as appropriate including Ofsted.
- Ensure legislative knowledge is up to date
- Action changes and recommendations in line with current legislation
- Attend Trust Safeguarding meetings and other safeguarding forums when required
- Ensuring all safeguarding protocols are adhered to and advise the relevant bodies when required

#### **Admissions and Funding:**

- Preparing the setting waiting list and the intake of children into the setting.
- Preparing invoices for fees to be charged to families and administering Government funding.
- Liaising with parent/carers regarding outstanding debts.

- Administering and managing a budget for the setting
- Liaise with the Trust finance team when required

### **Leading and Managing Staff:**

- Recruitment and selection of Pre-School staff
- Manage staff on a day-to-day basis
- Deploying the time and skills of adults (both staff and volunteers) so as to offer each child the attention, stimulus and support which will ensure opportunities for continuity and progression in play as well as progression through the Early Years Foundation Stage
- Supporting and mentoring members of the team in completing their observation records of the children in their Key Group
- Supporting staff within their Key Person roles to enable them to consult with the children and involve them in the planning of activities, based upon their own individual interests
- Undertaking annual staff appraisals and reviews
- Creating a development plan for all staff
- Undertake regular supervision meetings
- Attending relevant meetings and courses, where required and disseminating information to staff
- Leading regular staff meetings
- Supporting staff in developing and maintaining good relationships and communications with all stakeholders e.g.; parents/carers, professional agencies, other settings
- Support staff and advise on developing relationships with all parents including those hard to reach parents.
- Deal with any disciplinary and grievance issues when required.
- Ensure all work produced is of the highest standard and meets the requirements of the setting
- Monitor the workload and wellbeing of the staff within the setting

### **Curriculum:**

- Ensuring that children have access to high quality learning opportunities through the continuous provision
- Ensuring that resources for learning are prepared in advance of the sessions.
- Organising safe, creative and appropriate learning through play opportunities for the children to participate in, in conjunction with the staff team.
- Ensuring that all learning is carried out within an equal opportunities framework (in cooperation with the Equal Opportunities Coordinator).
- Ensuring the curriculum is adapted to meeting the needs of the children within each setting
- To liaise with partnerships settings and provide relevant information when required

### **Communication:**

- Ensure the website is accurate and up to date.
- Providing information to families through regular newsletters/emails etc
- To use social media appropriate for each setting
- Communicate key events with local media

### **Additional Duties/Responsibilities:**

- To attend the Enhanced Services board meetings
- Attending Trust meetings, events or Trust Improvement Groups
- To liaise with feeder schools or outside committees where required
- Any other reasonable duties as required

I have read the list of duties as set out in this Job Description and agree to adhere to them.

Signed: .....

Date: .....