



## Pre-school Manager Job Description

**Line Manager**

**Head of School**

**Direct reports**

**Deputy Manager and Pre-School Practitioners**

### About the role

Our Pre-school Manager is committed to offering the highest quality early years education for the children in their care. They understand the importance of building strong relationships with children and families. They lead, inspire and support their staff team to create the most effective learning environment for Meppershall's youngest learners.

### Your responsibilities

- To ensure the highest standards of early years care and education across the setting
- Ensure that statutory framework is strictly followed at all times
- Ensure that the welfare and safety of children is prioritised within the setting and that any child protection concerns are always acted upon appropriately, immediately and according to latest guidance.
- To meet the highest standards and expectations set by OFSTED and other external agencies
- Be responsible for the health and safety of pre-school children and staff and the maintenance of an environment that meets company and inspection expectations
- Action and monitor any complaints or serious accidents and incidents that take place
- Work alongside the Head Teacher and Early Years Lead at Meppershall Church Of England Academy to develop a progressive curriculum
- To oversee a safe, stimulating and healthy environment in which children and staff can flourish
- Ensure that the children experience a broad, balanced, relevant and stimulating curriculum, providing opportunities to become independent learners
- Create and maintain a stimulating, educational environment which encourages inclusivity
- To spend a proportionate amount of time in the pre-school room to role model the high expectations of teaching and learning to the staff team
- Ensure each child is treated as an individual in the assessment and meeting of their needs
- Ensure that the outdoor learning environment is effectively used and maintained throughout the year
- Ensure children's academic progress and personal development is assessed and reported to parents in accordance with the Early Years Statutory Framework, school policies and procedures
- Promote positive home/school links through daily interactions with parents and carers, and the use of online learning journeys
- To build and maintain the reputation of the pre-school
- Mindful budgeting and efficient use of resource
- Manage the occupancy of the pre-school, targeting high capacity throughout the year

- Resource and audit the pre-school appropriately within agreed budgets
- To support and lead the team by inspiring, motivating and mentoring
- Lead and manage the team of staff within the setting ensuring appropriate ratios and a fair and effective distributions of duties and responsibilities are maintained
- Demonstrate accurate and detailed record keeping and reporting
- Carry out supervisions of staff, offering appropriate support and performance management as necessary
- Recruit and retain outstanding colleagues
- Induct, support and mentor new colleagues and use probation periods effectively
- Attend and lead staff meetings and inset sessions, parent information sessions and functions as appropriate, including marketing events and activities that may run during the evening or at the weekend
- Maintain and follow policies and procedure on the use of personal data in accordance with General Data Protection Regulations
- Liaise closely with the Poppy Hill Trust to achieve the best possible outcome for the pre-school community

### **Safeguarding**

Safeguarding is everyone's responsibility and all employees are required to act in a manner that safeguards the health, safety and well-being of the children in our pre-school at all times.

### **Your skills, experience and qualifications**

- A minimum Level 3 childcare qualification or equivalent. Teachers with QTS are encouraged to apply
- GCSE or equivalent in English and Maths
- A minimum of 2 years' experience working in an Early Years setting or other suitable settings
- Detailed knowledge of EYFS statutory guidelines and OFSTED.
- A passion for child-centered, high-quality education
- A high level of organisational ability
- An ability to interact confidently and effectively with external agencies
- A commitment to continued professional development and growth
- A clear understanding of safeguarding and SEN provision
- Excellent communication skills, both written and verbal