

Noak Bridge Pre-School - Role Profile

Role Title: Pre-School Manager
Responsible To: Noak Bridge Pre-School Committee
Responsible For: Early Years Practitioners

Role purpose

The Pre-school Manager is responsible for managing and leading their setting to ensure that high quality childcare is provided in a safe environment in which children's individual needs are met. 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. The below responsibilities summarise the key areas of responsibility. This role profile is not exhaustive and the Pre-School Manager is expected to fulfil any duty as required for the effective running of the setting and the Company.

Key Accountabilities

Early Years

Act as a role model for the Early Years, ensuring that the EYFS is implemented and followed in every aspect of pre-school life to an exemplary standard.

Ensure compliance with registration and legislative requirements, including the pre-school development plan and any requirements outlined by Ofsted and other third parties.

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.

Proactively engage with the children in the setting, taking an active role in their care, learning and development while at the Pre-school and supporting staff in all aspects of their role.

Maintain excellent communication with parents about their child's everyday activities and their learning and development whilst also ensuring that parents know about the pre-school life and are involved in activities on a regular basis.

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.

Ensuring that the equipment within the setting are renewed and ordered as needed including the sourcing of equipment and that financial records of spend are kept up to date.

Ensure that all pre-school initiatives are fully embedded into the pre-school.

Adhere to safeguarding requirements and take on the role of safeguarding lead for the setting.

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 be responsible for implementing 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.

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.

To ensure records are properly maintained and updated, e.g. the daily attendance register, accident and incident records.

To liaise closely with parents/carers, informing them about the setting and its curriculum, exchanging information about children's progress and encouraging parents' involvement.

To liaise with the committee, Ofsted services and other professionals as necessary and ensure that all legal and statutory requirements are implemented, and to provide reports as required.

To implement any recommendations made following regulatory inspections.

To contribute to and implement all the setting's policies and procedures including those relating to anti-bribery at work, confidentiality, equality and diversity, food safety, health and safety, register and signing out procedures, safeguarding, setting hygiene and whistleblowing. This is not an exhaustive list of the setting's procedures.

To manage the petty cash system and to ensure that monies are signed in and out ready for the Operations Manager can pass to finance for reconciliation.

To attend any conferences, training events or meetings, as identified by the committee and to keep up-to-date with current good practice.

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.

Ensure that the setting complies with the General Data Protection Regulation and that staff receive appropriate training and guidance.

To undertake any other reasonable duties as directed by the committee in accordance with the setting's business plan/objectives.

People

Overall responsibility for the proactive recruitment and retention of Early Years staff in their setting.

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. Ensuring they are effective, with regular review meetings.

To ensure that staff are appropriately supported to carry out their role effectively, including the Early Years SENCO

Observing best practice and legislative requirements in all areas of employment and equality legislation.

To draw up and to supervise the daily programme of activities and events.

To ensure that children attending the setting receive a balanced and healthy diet.

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.

Manage employment relations issues such as probation reviews, flexible working, grievances, attendance management and disciplinary issues.

Adhere to the Company's performance management cycle, ensuring that supervisions and appraisals are used effectively.

Proactively train and develop the staff team in line with their individual needs and the needs of the Pre-School, delegating effectively to achieve staff development.

Maintain accurate and compliant personnel files.

Manage requests for time off in line with Pre-School requirements.

Motivate and lead the staff team to achieve high employee engagement levels and stable retention rates, exploring the reasons for any leavers and addressing any underlying causes.

Complete staff administration as required including recording of leave of absence and sickness etc.

Work closely with the Operations Manager to ensure smooth running of the setting.

Coach and mentor the staff team through a variety of means, including staff meetings, training days and one to one meetings.

Carry out return to work meetings following periods of absence.

Continuously support the pre-school with an active action plan with effective implementation.

Assess children's development and identify gaps, ensuring continuous support and achievement.

Liase with the Primary school Headteacher and Senior Leadership Team regarding Childcare.

Health and Safety

Adhere to legislative and Company requirements in relation to health and safety, proactively managing risk in the Pre-School and role model safe working practices at all times.

Ensure staff receive regular training and information with regard to all aspects of Health and safety.

Ensure the accurate reporting and recording of near misses, accidents and incidents.

To ensure that Noak Bridge 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 practiced.

To ensure that First Aid requirements are in place for staff and students safety, including the keeping of records including that of an up-to-date register of First Aid treatments, fire drills, accident logs and training of First Aiders.

IT support

Ensure that the pre-school's IT systems are well maintained and looked after so that that there is no unnecessary interruption to the teaching and learning.

To ensure e-safety policies and procedures are in place and adhered to

To ensure that the school website is compliant with current requirements

Ensure that the pre-school's IT systems are secure and protected

To ensure the pre-school has all appropriate IT licences in place.

Marketing

Support the Operations Manager to implement a robust marketing strategy aimed at maintaining a high occupancy at all times.

Ensure that all enquiries are followed-up appropriately and that show rounds take place in line with Company expectations and that prospective parents receive follow-up communication after a visit.

Building/Utilities Maintenance

Support the Operations Manager to ensure the safe and appropriate management of the building and utilities, including repairs and maintenance works.

Proactively identifying any site needs and report to the Operations Manager or maintenance company if implemented.

Role Requirements

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. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.

Essential

At least two years' proven experience of working in an early years care and education setting or at least two years' other suitable experience.

Level 3 early years education and childcare qualification or equivalent, and a commitment to obtaining a level 4 qualification.

Ability to ensure that the setting achieves and maintains at least a good Ofsted rating.

Sound understanding of child development, and of children's needs.

Ability to plan and implement a pre-school curriculum, taking into account the SEN Code of Practice, child protection procedures and equal opportunities considerations.

Demonstrable and detailed knowledge of current legislation relevant to the early years.

Understanding of the Prevent Duty in the Counter-Terrorism and Security Act 2015, as it relates to

early years settings.

Ability to comply with the requirements placed on the setting by the EYFS.

Ability to work with parents and families to encourage their involvement.

Ability to effectively market the setting to maximise occupancy levels and fee income.

Ability to effectively lead and manage a team of adults, including conducting performance management processes e.g. induction, supervision meetings, appraisals and setting objectives.

Full understanding and working knowledge of the Ofsted inspection framework

Demonstrate a commitment to continuously promoting a culture of safeguarding.

Commitment to equal opportunities and an understanding of equality and diversity issues.
Ability to write clear reports.

Comprehensive understanding of health and safety requirements

A friendly and flexible approach at work which facilitates the development of effective relationships

Knowledge of data protection and information management practices and their application within the setting.

Good understanding of IT through email and Microsoft Office products

Proven leadership experience and management of employee relations issues

Experience in developing and implementing a marketing strategy

Safeguarding training – including knowledge of safeguarding and childcare protection procedures

An understanding of play-based approaches to children's learning and development

Experience of providing customer service

A commitment to working effectively with young children and families

Willingness to learn and undertake further training

Paediatric first aid

First Aid at Work

Satisfactory DBS check

Desirable

Level 4 or above early years education and childcare qualification or degree

A higher Early Years qualification, or willing to study

Management/leadership qualification, or willing to study

Noak Bridge 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.

All applicants invited to interview will be required to provide evidence of their right to work in the UK and complete a suitability declaration. Successful applicants will also be required to have an enhanced DBS check, satisfactory references and where appropriate provide a certificate of good conduct before starting work with Noak Bridge Pre-School.

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.