



Job Description

Job Title:	Manager
Responsible to:	Committee
Hours:	As stated in contract, including holiday club, supply cover as and when required.

Main purpose:

The Manager is accountable to the Pre-school Committee, and responsible for all Pre-school staff, students and volunteers.

The Manager will oversee the day to day running of the Pre-school and lead and manage the staff to create a happy, stimulating and safe learning environment where children can maximize their physical, intellectual, emotional and social potential. They will be expected to update and implement Pre-school policies and to ensure the children's safety at all times, whilst ensuring the legal and statutory requirements are met.

This role involves planning and delivering the Early Years Curriculum to children between the ages of 18 months and 5 years, and a commitment to child centered learning and teaching through play based activities and experiences.

Main duties and responsibilities:

- To be responsible for the day to day running of the setting, ensuring compliance with registration and legislative requirements at all times.
- To manage the provision, ensuring that children, parents and staff work together to provide high quality childcare.
- To monitor and assess the quality of provision ensuring that policies and procedures, best practice and standards are maintained.
- To take responsibility for drawing curriculum plans which take into account the requirements of the Early Years Foundation Stage, and to monitor the effectiveness of the Pre-school curriculum, with the input of the Deputy.
- To ensure the action plans are kept up to date.
- Manage own time to complete tasks effectively, prioritising workload and delegating tasks to other staff. Monitor and evaluate progress of delegated tasks.
- To make recommendations for the future development and long term vision of the setting.

- To be accountable for staffing within the setting, ensuring that appropriate ratios are maintained.
- To work alongside the Committee in the recruitment and appointment of staff and volunteers.
- To ensure all staff receive a full induction and regular supervisions.
- To ensure that the Pre-school staff, volunteers, students and resources are effectively managed.
- To be responsible for identifying training needs and requirements, reporting such to the Committee.
- To ensure, along with the Committee, the financial sustainability of the setting
- To keep check of the accounts and payroll, and liaise with our accountant to make sure these are done.
- To be the lead person for Safeguarding and Child Protection in the Pre-school and to ensure that any child protection concerns are acted upon immediately and appropriately.
- To promote the setting to prospective new families.
- To plan and organise staff rotas and holiday timetable.
- To be responsible for health and safety standards in the setting.
- To liaise with outside agencies as required.
- To give support to all staff and engage as a team in order to provide an enabling environment in which all individual children can play, develop and learn.
- To effectively deliver the EYFS ensuring that the individual needs and interests of children are met.
- To keep records of the key children's development and learning journals and share with parents, carers and other key adults.
- To ensure the provision of a high quality environment to meet the needs of all children having an awareness of SEND, family background and medical history.
- To be involved in out of working hours activities eg training, meetings, fundraising.
- To be flexible within working practices.
- To be committed to professional development through self-regulated learning or the attendance of training courses.
- To keep completely confidential any information regarding the children, their families or other staff.
- To ensure the values of the Pre-school are promoted and visible in day to day life.
- To actively promote and support safeguarding of children, ensuring all staff and volunteers observe the settings policies and procedures to keep children safe from harm.

- To carry out audits of all documentation to make sure that we, as a business and a childcare setting, are doing what we are supposed to be doing.
- To complete annual Early Years audits to use to inform our action plan and to help prepare for OFSTED inspection
- To complete regular learning and environment audits
- To ensure equality, diversity and British values are promoted by all staff in the setting.
- To participate along with the Committee, in the organization and running of outings, events and visits where appropriate.
- To ensure the safety of the Pre-school environment.
- To monitor safety of equipment and resources.
- To lead internal staff meetings and Committee meetings at times deemed necessary and reasonable.