

## **Newstead Road Pre-School**

### **Job Description**

Job title: Pre-school Manager  
Responsible to: Chair of Trustees

#### **Purpose of the job**

1. To work as a key person, working with children as part of the pre-school team.
2. To provide safe, high quality education and care for young children which meets the individual needs of children attending the setting.
3. To manage the pre-school, ensuring quality standards and legal requirements are met.
4. To provide ongoing supervision and support for the pre-school staff and volunteer team.

#### **Main duties**

1. To take responsibility for planning, implementing and monitoring an appropriate play-based curriculum, which provides children with opportunities for learning and development in all key areas, using the Early Years Foundation Stage (EYFS) curriculum as guidance and offering a high quality of teaching and learning.
2. To ensure that the pre-school provides a safe, caring and stimulating educational environment, both indoors and outdoors.
3. To ensure that the pre-school's staff, volunteers and resources are effectively managed, deployed, supervised and supported.
4. To liaise with the pre-school trustees, Ofsted, the local authority, other agencies and professionals as necessary, producing reports as required and ensuring that all statutory requirements are met.
5. To ensure the needs of every child at the pre-school are recognised and met.
6. To work in close partnership with parents/carers and other family members, informing them about the pre-school and its activities, exchanging information about their children's progress and encouraging parental involvement.
7. To advise the Trustees of any concerns (for example over children, parents or the safety of equipment), preserving confidentiality as necessary.
8. To teach children, offering an appropriate level of support and stimulating play experiences to encourage children's individual progress in all areas of development.
9. To ensure that children are kept safe and that child protection procedures are followed.
10. To develop and maintain accurate and effective systems of observation and record-keeping, to monitor the knowledge, understanding, skills, progress and

achievements of every child in the pre-school and to effectively share that information with parents and carers.

11. To maintain and develop an effective key-worker system.
12. To manage and support the pre-school staff, convening regular supervision and appraisal opportunities and identifying and addressing individual and group training needs.
13. To ensure appropriate equipment and materials are set up before children arrive for each session, both indoors and outdoors, and that these are tidied away at the end of each day.
14. To support meal times within the setting.
15. To ensure the pre-school is maintained in a clean, tidy, safe and hygienic condition.
16. To ensure that children are properly supervised at all times and that appropriate adult/child ratios are maintained.
17. To actively participate at team meetings, supervision meetings and appraisal meetings.
18. To attend training courses as required and to take responsibility for your development.
19. To keep completely confidential any information, acquired as part of the job, regarding children, their families or other staff.
20. To contribute to, adhere to and implement all the pre-school's operational policies and procedures, including (but not limited to) health and safety, fire precautions, dropping off and collection of children, food safety, equal opportunities, safeguarding and cleanliness of the setting.
21. To ensure that adequate records are kept and updated regularly, including the daily register, accident books, medication records, and the individual record file of each child.
22. To promote the nursery to current parents and potential customers.
23. To collect fees and manage the pre-school petty-cash system, ensuring financial records are accurately maintained.
24. To manage the pre-school's admissions process and waiting list.
25. To attend activities outside normal working hours as reasonably required, including staff meetings, parent/carer meetings, special events and training.
26. To reflect on your own practice and the performance of the pre-school as a whole, seeking out ways to improve and keeping up-to-date with recent developments in the early years field.
27. To undertake any other reasonable duties as directed by the Chair of Trustees, in accordance with the pre-school's business plan or objectives.

*This job description is not an exhaustive list of duties. The post holder will be required to undertake any other reasonable duties as discussed with and directed by their line manager.*

## **Person specification**

### Essential criteria

1. Punctuality, patience, reliability and trustworthiness.
2. Experience of managing a staff team.
3. Sound knowledge of child development for children from birth to five years
4. CACHE Level 3, equivalent, or higher qualification.
5. Comprehensive knowledge and understanding of the legal framework and quality standards relating to sessional day care.
6. Good standard of literacy and numeracy.
7. Excellent communications skills.
8. Organised, methodical and able to work on own initiative while prioritising ongoing activities.
9. Sound knowledge of the Early Years Foundation Stage (EYFS).
10. Sound knowledge of Child Protection procedures.
11. Commitment to equal opportunities.
12. Commitment to working effectively with young children and families from a wide range of cultures, lifestyles and family circumstances and with a range of special needs.
13. Positive and flexible approach at work which facilitates the development of effective relationships.

### Desirable criteria

1. Current Paediatric First Aid qualification.
2. Current Food Hygiene qualification.
3. Competence working with ICT.
4. Willingness to learn and commitment to undertake further training and professional development

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**This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a criminal records check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.**