



An Daras Trust
Igniting Curiosity Growing Capabilities

Pre-School Manager

Job description

Responsible to:	Executive Headteacher/Headteacher
Direct Supervisory Responsibility for:	Pre School Staff/Deputy Manager
Indirect Supervisory Responsibility for:	Cleaning staff
Important Functional Relationships:	<u>Internal:</u> Pre-school Deputy Manager, pre-school staff, pre-school children, voluntary helpers, EYFS Leader, Head of School. <u>External:</u> Governors, An Daras Multi Academy Trust, parents

Main Purpose of Job

The Pre-School Manager will be accountable to the Head. The Pre-School Manager will be expected to manage the pre-school ensuring that children, parents and staff work together to provide high quality, flexible childcare from the local communities. They will oversee the operation of the day to day running of the Pre-School to the highest standards, ensuring that the best possible environment and care is provided for young children. The Pre-School Manager will be expected to build a good working relationship at every level, managing the staff team effectively. Working in partnership with parents and families is highly valued and the Pre-School Manager must be approachable, friendly and able to communicate effectively at all times. To monitor and assess the quality of provision ensuring that policies and procedures, best practice and standards are maintained.

Duties and Responsibilities

The Pre-School Manager will have a key role in planning and monitoring of the Pre-School and implementing essential ADMAT and Pre-School policies and procedures. This will require informed understanding of statutory requirements and best practice for childcare.

The Pre-School Manager must work to Pre-School and ADMAT policies about Keeping Children Safe, Equal Opportunities, Data Protection and Confidentiality.

The Pre-School Manager will need to understand and implement policies and procedures (for example for Health and Safety) in relation to staff, buildings and resources.

The Pre-school Manager will:

1. Be responsible for and to oversee the day to day management, staffing, organisation and smooth running of the Pre-School ensuring compliance with registration and legislative requirements at all times.

2. Be a member of the management team and to contribute to the strategic planning, monitoring, evaluation and development of the Pre-School.
3. Be responsible at all times for high standards of care and education of children between 0 to five years in accordance with statutory requirements.
4. Ensure the EYFS is promoted and delivered within the setting and the principles adhered to.
5. Ensure effective communication between all staff and with all partner organisations.
6. Order and maintain equipment and resources in the Pre-School
7. Be accountable and responsible for day to day financial systems directly relating to the Day Pre-School provision.
8. Be responsible for admissions in line with the admissions policy agreed by the management team at An Daras Multi Academy Trust.
9. Keep a register and up to date records of all children using the day care provision and to support the key worker in giving regular feedback to parents about their child's development and progress.
10. Be responsible for organising staff-child ratios and be a key person/worker if required.

Supervision / Management of People

1. The post holder will be responsible for management, supervision and appraisal of the following staff
 - Deputy Pre School Manager
 - Pre-school Assistants
 - Students and Volunteers
2. The Pre-School Manager will identify staff training needs and facilitate training opportunities.
3. The Pre-School Manager will ensure respect for the An Daras Trust is demonstrated by staff both internally and externally

Contacts and Relationships

Working relationships will include the following:

1. Internal
 - Line Managers - ADMAT
 - Deputy Manager Pre-School
 - All staff employed for the day care provision
 - Children
2. External
 - Ofsted
 - Parents and families

- Staff from a wide range of other agencies and settings including the Social Services, Primary Care Trust, NHS Trust, and a range of voluntary /private sector organisations and day care providers.

At all times the Pre-School Manager will be expected to respect the confidentiality of sensitive family information (subject to child protection policies and procedures).

Resources

The Pre-School Manager will have day to day responsibility for the planning of day care in the Pre-School and for the use of other resources. Also, for ensuring that the day care provision is clean, safe and welcoming for families and staff.

The Pre-School will be an authorised signatory for orders and staff timesheets to an agreed level of delegation.

The Pre-School Manager will be a key holder for the Pre-School.

Work Environment

1. Work Demands, the Pre-School Manager will need to demonstrate effective time and resource management to meet the planned needs of children and families and any anticipated demands that might be reasonably foreseen. The Pre-School Manager will need to be attentive to a planned timetable whilst retaining the flexibility to be accessible and available to parents and staff. The Pre-School Manager will need to make judgements about the delegation of tasks and responsibilities to the Deputy Manager and other staff in the Pre-School.
2. Physical Demands, the work requires normal physical effort. It may occasionally involve lifting and handling of training equipment, play equipment and other resources and to be involved in practical activities and physical care of young children.
3. Working Conditions, the Pre-School Manager is mainly office/Pre-School based, but will be expected to attend meetings & training in other places as directed by line manager.

Knowledge and Skills

1. Knowledge, understanding and practical experience of day care for young children
2. Knowledge and practical understanding of child development and parenting
3. Knowledge and understanding of legislation and regulations relating to day care for young children and the inspections process for approval of day care settings
4. Knowledge and ability to create and implement policies and procedures consistent with legislation, regulations and local requirements
5. Able to work independently and to manage own time efficiently
6. Experience of managing, supervision and appraisal of staff
7. Ability to develop an effective team

8. Warm and caring personality – friendly and approachable to families
9. Ability to create and implement basic systems for child records and financial records
10. Ability to communicate effectively with staff at all levels
11. Commitment to the principle that families 'know best' about their own needs
12. Commitment to equal opportunities for all children and families.

Prepared by: An Daras Multi Academy Trust **Reviewed:** July 2021

Whilst every effort has been made to explain the main responsibilities of the post, each individual task undertaken may not be identified. This job description is current at the date shown, but in consultation with you, may be changed by the Executive Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Due to the nature of this role this position, this role requires a full enhanced CRB/DBS check and is exempt from the Rehabilitation of Offenders Act.

Person Specification

Job Title: Pre-school Manager

Department: Pre-School/Nursery based

Person specification prepared by: An Daras Multi Academy Trust

Date: June 2021

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	<p>Some experience of working with Early Years children.</p> <p>Experience in managing staff, motivating teams and recruiting new staff members</p> <ul style="list-style-type: none"> · An understanding of staff induction, supervision, and appraisal processes · At least 2 years experience in an Early Years/Pre School setting · A commitment to the provision of high quality childcare with an interest in the care, learning and development of young children 	<p>Experience of working with Early Years children in a pre-school/Nursery environment.</p> <p>Proven administrative experience, including handling confidential staff and child records</p> <ul style="list-style-type: none"> · A positive approach to learning and gaining new skills through teamwork and training opportunities · An understanding of the Foundation Stage curriculum · An understanding of the Early Learning Goals 	Application form/ interview
<u>Education & Training</u>	<p>Attainment of GCSE's (or equivalent) to include Maths and English (level 1 standard of qualification).</p> <p>Considerable, proven experience of working within a childcare setting.</p> <ul style="list-style-type: none"> · A minimum of Level 3 in Early Years Care and Education or equivalent and a commitment to obtaining further qualifications where appropriate 	Attainment of NVQ level 5 in Early Years Care & Education or equivalent qualification as recognised by CACHE.	Application form

	A positive approach to gaining further qualifications		
<u>Special Knowledge & Skills</u>	<p>Good organisational skills.</p> <p>Good communication skills.</p>	Knowledge of issues relevant to early year's education and child development.	Interview
<u>Any Additional Factors</u>	<p>Enthusiasm for working with young children ·</p> <p>Flexible, self-motivated and enthusiastic. Leadership and management skills ·</p> <p>Ability to be reflective of current practice adapting and making Interview</p> <p>· To be able to manage and lead a team of adults whilst taking direction from the Pre-School manager. ·</p> <p>Excellent written and verbal communication skills, with colleagues, parents, carers and children</p> <p>· Excellent organisational skills, record keeping and planning skills · Patient and friendly approach.</p> <p>· Willingness to work with children. · Reliability and trustworthiness</p> <p>· Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>	<p>Able to work as part of a team</p> <p>· Ability to manage change.</p>	Interview