



## JOB PROFILE

### Job Details

**Job Title:** Pre-School Manager

**Reports to:** Management Committee

### Overall Purpose of Job

Lead and manage Cobham Community Pre-School.

Promote high standards of quality within the pre-school in respect of the environment, resources and experiences offered to children.

Ensure that all children attending the pre-school receive rich and stimulating experiences appropriate to their age and stage of development.

To provide inclusive play and learning opportunities for all children attending the setting and to maintain a safe, stimulating and enjoyable environment.

To take responsibility for planning and delivering the Early Years Foundation Stage curriculum. To be responsible for the management of the provision, including staffing levels.

### Main Areas of Responsibility

#### Education and Learning:

- 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
- 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
- To contribute to and implement all early years policies and procedures e.g. register and signing out procedures, accident and incident records, child protection, health and safety, confidentiality, food safety, setting hygiene and complaints; and oversee that all policies and procedures are followed
- To supervise the drawing up and implementation of the daily programme of activities and events
- To comply with current Ofsted inspection requirements for achieving a 'Good' or above rating
- To organise the key person system, ensuring parents/carers are aware of their child's key person and that the key person regularly and effectively engages with their key children's parent/carer
- To be responsible for implementing the system of observation and record keeping so that children's progress and achievements are effectively and regularly assessed and to monitor the effectiveness of assessment procedures
- To carry out visits and inductions for new children and to ensure a smooth settling period

#### Leadership and Management:

- To create a positive and professional working environment for staff, encouraging teamwork and a desire to achieve
- To take responsibility for monitoring the quality of teaching, keeping up to date with current best



practice, identifying training needs, and ensuring that staff are appropriately supported to carry out their role effectively, including the Early Years SENCO

- To ensure that performance management systems are in place and implemented e.g. induction, probation, supervision, team meetings, annual appraisal and objective setting
- To ensure that the setting is actively engaged in continuous quality improvement and ensure that identified improvements are implemented
- Create and maintain a culture of self-evaluation and reflective practice throughout the pre-school
- To participate in the recruitment of staff and ensure that job descriptions are kept up-to-date

#### **Pre-School Management:**

- To develop, monitor and evaluate policies and procedures that assist in the effective running of the pre-school and to promote sound practices.
- To understand the role of the trustees (Committee) in relation to the pre-school, liaising closely with the Chair, attending committee meetings as required and promoting staff and parents' understanding of the committee's role.
- To promote the pre-school, its curriculum and activities/events by actively engaging with parents/children
- Promote and facilitate partnerships with parents/carers and other family members.
- To maintain the pre-school website, ensuring the information is relevant and up-to-date
- Ensuring Compliance to the GDPR
- To act as the Nominated Person and main point of contact for Ofsted
- Support the development of good practice with regards to special needs and inclusion
- To promote equality of opportunity and foster an inclusive culture and environment. To promote equal opportunities ensuring individual children's needs and circumstance are known and met through the care and education provided.
- Establish, develop and maintain highly professional working relationships with relevant Local Authority Departments, regulatory bodies and other agencies.
- To manage the admissions process, including responding to enquiries, arranging visits, managing the waiting list and offering places

#### **Financial Management:**

- To ensure that the setting operates in an effective and efficient financial manner within its set budget
- To be aware at all times of the pre-school's financial position, understanding the balance between spending and income and the consequence of fluctuations in occupancy levels, raising any concerns with the trustees immediately
- With the support of the Finance Manager, ensure that any systems for income collection or invoicing are followed
- To ensure compliance to the Kent Provider Agreement regarding funded places

#### **Health and safety:**

- To fulfil duties as the Designated Safeguarding Lead 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
- Manage the day-to-day operation in order to ensure the health and safety of the children, their parents and carers, the team and any visitors to the pre-school
- Adhere to and lead on health and safety policies and procedures, ensuring the pre-school fully complies with the Health and Safety at Work regulations



- To ensure that Cobham 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 practised
- Lead on all emergency and security procedures

**When in pre-school sessions, your role as a Pre-school Practitioner will include:**

- To work as part of a team, providing a secure and enabling environment in which all individual children are encouraged to meet their potential and where their physical, emotional and intellectual needs are met
- To ensure the safeguarding, safety and well-being of the children
- To effectively deliver the EYFS, ensuring the individual needs and interests of the children are met (in conjunction with other team members).
- To work with other members of the pre-school team to ensure that the pre-school meets Ofsted and other legal requirements at all times
- To actively encourage children's progress in all areas of development, types and stages of play, by interaction and extension of activities both indoors and outdoors
- To ensure that any information received concerning the children and their families is kept confidential at all times
- To liaise closely with families to develop strong partnerships to support children's holistic well-being.
- To create an environment that promotes open and equal opportunities for children and adults
- To assist in the setting up and clearing away of all activities and equipment

**Applied Knowledge, Skills and Expertise**

**Education and Qualifications:**

- Minimum Level 3 early years education and childcare as seen as full and relevant by the DFE, and a commitment to obtaining further qualifications as appropriate.
- Paediatric First Aid (not essential before starting but would need to be completed within the first term)
- Designated Safeguarding Lead training (not essential before starting but would need to be completed within the first term)

**Experience and Knowledge:**

- Experience of working in a Pre-school/Nursery setting, already in a senior practitioner or room leader role
- Excellent working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance
- Knowledge and proven practical experience of implementing good quality learning opportunities
- Demonstrable experience of implementing and/or supporting colleagues to deliver Early Years SENCO
- Demonstrable of detailed knowledge of current legislation relevant to the Early Years.
- Knowledge and proven experience of Financial Management
- Knowledge and proven experience of Health and Safety



### Skills and Attributes:

- Empathy and understanding of children under five
- Effective team leadership
- Able to lead and motivate a team
- Excellent verbal and communication skills with children and parents
- Ability to write reports and keep clear and accurate records
- Excellent organisational skills
- Administrative and good IT skills
- Able to plan and manage own and others' work-load
- Highly effective supervision skills – able to supervise the work of other staff
- Effective team worker – ability to work as part of a team and on own initiative
- Ability to recognise the signs and signals of child abuse and safeguarding concerns and have knowledge of what to do to protect children and safeguard their welfare

### Personal Qualities

- Motivated, resilient and self-starting
- Reliable, enthusiastic and flexible
- Ability to remain calm under pressure
- Able to demonstrate professionalism in approach to managing all issues
- Calm and caring nature

### Safeguarding Requirement

Cobham Pre-school is committed to safeguard and promote the welfare of children. 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 Pre-School.

### Additional Information

- This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhance 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.
- The Asylum and Immigration Act 1996 requires Cobham Pre-School to obtain evidence of immigration status and eligibility to work in the UK from new employees. If you are invited for an interview, you will be asked to show appropriate documentary evidence of your eligibility to work in the UK when you attend. The ACU cannot sponsor candidates for this role.
- During peak times the postholder may be required to work beyond normal working hours, overtime will usually be paid.
- The postholder will be expected to attend occasional events and meetings in the evenings or at weekends as part of the Pre-school Committee which will not be paid.
- The postholder is expected to carry out other duties which are broadly consistent with those described in accordance with the changing needs of the pre-school and the requirements of the job.
- The postholder must be committed to the Cobham Pre-School ethos and values and comply with policies and procedures, including Equality and Diversity policies.