

Job Description for Preschool Manager

Reports to: The Cherries Pre-School Management Committee

Responsible for: Providing quality education and care for children aged 2-4 years. Developing partnerships with parent/carers to increase involvement in their child's development.

Main Purpose: To provide overall management for our Pre School, ensuring legal requirements and quality standards are met at all times, and to provide ongoing supervision and support for the staff team.

General Responsibilities:

- To be responsible for the efficient day-to-day running of the Pre School and overall delivery of a high quality service
- To ensure that the Pre School provides a safe, caring, stimulating educational environment, both indoors and outdoors, at all times
- To ensure that the Pre School plans an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress
- To ensure the Pre School meets Ofsted requirements at all times
- To manage, supervise and support the preschool staff
- To work with other professionals in the local area for the benefit of children and families
- To ensure all staff understand and work to Pre School policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies

Main Activities:

- To take responsibility for planning, which ensures each child is working towards the early learning outcomes.
- To be responsible for providing a high quality provision, ensuring that staff are properly deployed and offer appropriate stimulation and support to the children.
- To co-ordinate and supervise the daily programme of preschool activities and events.
- To be responsible for implementing systems of observation and record keeping to ensure that children's attainment and progress are effectively and regularly assessed; to monitor the effectiveness of assessment procedures.
- To organise the keyworker system and to effectively supervise staff on a daily basis; to be responsible for monitoring the quality of learning and development; to conduct staff appraisals; to identify in-service training needs; to ensure all staff have up to date qualifications and training.
- To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments.
- To liaise closely with parents/carers, informing them about the Pre School and its curriculum, exchanging information about children's progress.
- To work in partnership with the trust of Committee members to update and review policies and procedures in line with Pre School development.
- To ensure that the preschool 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.

- To liaise with the Committee and communicate any needs for new equipment, supplies etc; to ensure that all equipment is fit for purpose and to communicate any shortfalls.
- To liaise with Foundation Stage teachers, Local Authority support staff, Ofsted and other professionals as necessary, and to ensure that all legal and statutory requirements are implemented; to provide reports as required.
- To liaise with Committee regarding accounts; to ensure budgets are adhered to; to supply accurate information regarding staff hours worked for payroll purposes in a timely manner.
- To update, contribute to, and implement all preschool policies and procedures, especially those on safeguarding, equal opportunities and confidentiality.
- To support and liaise with the SENCO to ensure needs of children are met and regularly reviewed.
- To co-ordinate in service training days, staff meetings and other meetings as required.
- To undertake any other reasonable duties as directed, in accordance with the preschool aims and objectives.