



JOB DESCRIPTION FOR PRE-SCHOOL MANAGER

Eckington Underfives Pre-School and Forest School is a registered Charity. We are a pack away setting operating from the Recreation centre in the small village of Eckington, Worcestershire.

We aim to offer each child an enriched learning experience through play. Each family and their child are supported by us as we encourage all of our children to reach their full potential. We value our staff as our best asset and invest in staff for their continued professional development.

The Role

Job Title – Pre-School Manager

Term time only

8.30am to 3.30pm Monday, Wednesday, Thursday, Friday (One day admin from home)

Forest School - Tuesday 8.30am to 1:00pm

Salary - £14 – £15 per hour dependent on qualifications and experience

Accountable to – Pre-School Committee

Essential Requirements

Must have at least 1 years experience in a leadership role within the early years.

A full and relevant level 3 qualification in childcare or above.

Knowledge and experience of delivering the EYFS, Ofsted inspections and working with children with Special Educational needs.

Extensive knowledge of Safeguarding and child protection procedures.

Ability to build good partnership working relationships with staff and other professionals.

Experience of supporting the development of his/her team through regular discussion and team meetings.

Experience of effective staff management and objective setting, performance management.

Experience of co-ordinating curriculum planning for a childcare and early education setting.

Ability to use Microsoft Office packages effectively and to produce reports and correspondence in a professional and accurate format.

Able to work on own initiative.

Desirable Requirements

Forest School experience

Current safeguarding training

Food hygiene certificate

Early Years Professional, Early Years Foundation Degree or Level 4 qualification or higher.

Leadership and Management qualification.

Main Responsibilities:

- To deliver and ensure a high standard of learning, development and care for children aged 2 – 4 years.
- To manage the day-to-day activities of the setting.
- To ensure that the pre-school is a safe environment for children, staff and others.
- To develop strong relationships with parents/carers to increase involvement in their child's development.
- To manage other staff within the pre-school nursery.

Main Activities:

- Overall day to day management responsibility for the pre-school including organising staff roles.
- To be responsible for the efficient running of the pre-school nursery and overall delivery of a high-quality service
- To ensure that the pre-school nursery provides a safe, caring, stimulating educational environment
- To ensure that the pre-school nursery plans an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress
- To ensure the pre-school nursery meets Ofsted requirements at all times
- To manage, supervise and support the pre-school nursery staff
 - To ensure all staff understand and work to pre-school nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
- Take responsibility for planning, which ensures each child is working towards the early learning goals
- To organise and participate in the key person system.
- To conduct staff appraisals and supervisions as appropriate and to identify staff training needs
- To ensure all records are properly maintained in accordance with the policies and procedures of the company
- To liaise closely with parents/carers, informing them about the nursery and its curriculum and exchanging information about children's progress.
- To work with the Committee treasurer to invoice parents for sessions attended.
- To arrange funding through Worcestershire Children First for those children eligible for funded hours.
- To work in partnership with the Recreation Centre Committee and attend their committee meetings.
- To undertake any other reasonable duties as directed, in accordance with the pre-school aims and objectives

Please email underfives24@outlook.com for more information and an application form enclosing a copy of your CV.