

## **Job Description**

**Job Title:** Playgroup Manager  
**Employed by:** St. Mary's Playgroup, Tetbury  
**Accountable to:** Committee  
**Line Manager:** Chairperson

### **Responsibilities and Duties**

The Playgroup Manager has overall responsibility for the safety and welfare of the children, and for the efficient day to day operation of the playgroup. The Playgroup Manager is the link person between the committee, the parents, the staff and the community. The Playgroup Manager is expected to be able to perform any of the duties required of the other staff.

### **Administrative duties**

- To have a working knowledge of the OFSTED Framework, keep on top of changes and ensure the application of the framework is visible in setting through display boards etc.
- Review and update policies in line with review schedule and legislation changes.
- To review and update the OFSTED Self Evaluation Form (SEF) in liaison with Deputies.
- Admissions: to work collaboratively with the Finance Administrator to manage the admission of new children. Having clear awareness of capacity, available spaces and funded V paid places, to allow for accurate financial forecasting; staff planning and marketing.
- Marketing: To build strong relationships within the community and be proactive in making the most of local outreach opportunities within Tetbury and the surrounding villages.
- To ensure regular marketing opportunities are taken advantage of and deadlines met i.e Tetbury Advertiser copy.
- To plan, advertise and run Open Days.
- To work in conjunction with the Fundraising Team and Finance Administrator to pull together the Annual Fundraising Schedule.
- To meet regularly with the Finance Administrator and Treasurer to have an accurate understanding of the setting's financial health, to manage budgets accordingly.
- To understand and implement planning, assessment and record-keeping procedures.
- Efficiently and professionally, manage Manager's email account and have visibility of general playgroup account, ensuring timely and appropriate communication.
- In liaison with other staff, manage the settings Facebook page.

### **Staff duties**

- To confidently lead the staff team, in a collaborative, clear and supportive way.
- To establish positive relationships with staff, holding a 'safe space' with clear boundaries.
- To understand the different personalities, passions, strengths and weaknesses of staff and manage these in a flexible and constructive way.
- Monitor observations and supervisions carried out by staff.
- Conduct formal appraisals for reporting staff (Deputies).
- Planning staff rota.
- To ensure staff are confident in the core areas of the OFSTED framework through visual prompts, questioning and training.
- To encourage staff to work as part of a team.
- To make time available to discuss the day to day running of the group with fellow members of staff.
- To attend committee meetings.

- To keep up to date with the latest ideas in childcare through courses, meetings and relevant publications.
- To attend update training for First Aid, Child Protection and Food Hygiene as necessary.
- To arrange INSET days and in house training sessions as required.
- Health and Safety Officer to attend relevant training appertaining to this role, at level 2
- Responsible for induction of staff and volunteers.

#### **Duties towards the children**

- To ensure that the care and education of the children meets the welfare requirement of the Early Years Foundation Stage.
- To challenge all forms of discrimination.
- To ensure that children are supervised at all times, indoors and outdoors, ensuring a correct adult to child ratio.
- To be aware of the differing needs of a wide range of children and to be able to meet those needs.
- To ensure that unacceptable behaviour is dealt with in accordance with the procedures and rules of the setting.
- To encourage positive behaviour in children.

#### **Other duties**

- To ensure the equipment and premises are kept in good order and regular risk assessments are carried out.
- To communicate with parents and carers in a positive manner and encourage parental involvement in the sessions and be aware of training opportunities available to parents.
- To establish positive relationships with the Early Years Team and Christ Church representatives