



JOB DESCRIPTION FOR PRE-SCHOOL MANAGER

Job Title:	Pre-school Manager
Employed by:	Tutshill Community Pre-School
Accountable to:	Pre-school Management Committee
Line Manager:	Chairperson of the Pre-school Management Committee

Responsibilities and Duties

The Pre-school Manager is expected to be able to perform any of the duties required of the other staff. In addition, the Pre-school Manager has overall responsibility for the safety and welfare of the children, and for the efficient day to day operation of the Pre-School. The Pre-school Manager is the link person between the management committee, the parents and the staff. To promote our ethos, W.I.L.D Wonder, Inspiration, Love of Learning, Discovery.

We are open to the idea of these duties being carried out as a job share and will work with the right candidates to ensure a good work-life balance.

Administrative Duties

- To keep a daily register, and relevant records, including registration and accident book details, and a visitors' signing in details.
- To hold assessment and planning sessions weekly.
- To carry out and implement planning, assessment and record-keeping procedures.
- To maintain Observation Play and Learning (OPAL) overview spread sheet and practitioner/parent meetings schedule.
- To oversee the consumable, equipment and training budgets, in liaison with the Financial Administrator and the Committee.
- To maintain waiting lists and allocation of child places/session on an ongoing basis.
- Maintain systems for EY practitioner deployment, key person allocation.

Staff Duties

- To ensure that all EY practitioners operate within the relevant Statutory Framework for the Early Years Foundation Stage.
- To encourage EY practitioners to work as part of a team.
- To make time available on a daily basis to discuss the day to day running of the group with fellow members of the early years team.
- To chair regular staff meetings and maintain written evidence.

- To attend committee meetings as requested.
- To attend relevant training.
- To keep up to date with the latest ideas in childcare through PATA courses and relevant publications.
- To attend update training for First Aid and Child Protection and Hygiene as necessary.
- To arrange in house training sessions as required.
- To deliver staff induction to new staff members.
- To be responsible, together with the Committee, for the pastoral care of the staff.
- To operate a pre-evaluation and post-evaluation of any training courses.
- To manage the staff and conduct annual staff appraisal/ development interviews for each member of staff once a year, sharing this information with the Management Committee.
- To carry out staff supervision meetings every term.
- To liaise with the Employer on a regular basis on any staff issues.

Duties Towards the Children

- To ensure that the care of the children meets the Statutory Safeguarding and Welfare Requirements of The Early Years Foundation Stage 2021
- To be familiar with and work to Early Learning Goals.
- To organize a wide range of stimulating and safe activities throughout the session, including play, to promote positive attitudes and equal opportunities.
- To challenge sex, class, racial and religious 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 observe children and use these observations to inform planning for the child's individual development.
- To ensure that unacceptable behaviour is dealt with in accordance with the procedures and rules of the setting.
- To encourage positive behaviour in children.
- To ensure the safety of the children by being aware of possible risks during children's activities and reducing those risks as appropriate.
- To take part in children's activities as appropriate.

Other Duties

- To arrive in time to help set up the day's activities before opening and stay to help clear up after the session.
- To check equipment and to ensure premises are kept in good order and regular risk assessments carried out.
- To ensure that all visitors are welcomed and students in the group supported.
- 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 ensure parents are kept informed of their child's overall development and of the group's activities.
- To ensure confidentiality is maintained regarding children, their families or other staff.
- To be aware of the high profile of the Pre-school and to uphold its standards at all times.