

# Handsworth Pre-School

## Pre-School Manager

### Job Description



<b>Name of Pre-school</b>	Handsworth Pre-school
<b>Address</b>	Highams Park Baptist Church Cowling Hall Cavendish Road Highams Park E4 9NG
<b>Job Title</b>	Pre-school Manager
<b>Job Holder</b>	
<b>Responsible to</b>	Chair of Parent Committee
<b>Responsible for</b>	Managing the Pre-School to maintain the effective delivery of early years education within the Pre-School Community. Keeping children safe.  Deputy and Designated Safeguarding Lead.
<b>Hours of work:</b>	Monday to Friday 8.30 am – 2.15 pm. Term time only (39 weeks per year).  Up to an additional 3 hours per week for key working will be paid should the post have key working responsibilities (see below) within the duration of the role.  The Pre-School also welcomes job-share applications.
<b>Salary</b>	£13.07 per hour term time only.
<b>Holidays</b>	As per published Pre-School term times. Along with paid hours for birthday leave each year on successful completion of probation.
<b>Sick Leave</b>	Statutory Sick Leave plus eighteen hours contractual sick leave per year on successful completion of probation.

## **Purpose**

- To lead the Pre-school in providing high-quality education and care for Pre-school children. To ensure that children are kept safe in the Pre-School environment. To ensure the Pre-School community remains inclusive and diverse.
- To ensure the Pre-School is effectively managed in terms of business practice and financial sustainability, with the support of the Pre-School's Business Manager.
- To ensure the Pre-School staff are effectively recruited, retained, managed, supported and developed, progressing the Pre-School's purpose in the delivery of effective early years education.
- To ensure the Pre-School is governed effectively within the terms of the Constitution and working closely with the Parent Committee.

## **Main duties:**

### **Curriculum: Planning, Implementation and Evaluation**

1. To ensure the Pre-School offers a high-quality curriculum which meets the requirements of the Early Years Foundation Stage Curriculum and reflects the quality measures set out in the OFSTED Inspection Framework.
2. To maintain an effective system of planning, observation and assessment for the children operated by all staff and reflective of good practice.
3. To maintain an effective system of curriculum and practice review and evaluation, encouraging reflective practice throughout.
4. To ensure the Pre-School environment offers stimulating and varied learning opportunities to children each day.
5. To ensure the curriculum, teaching and learning at Pre-School embeds British Values.
6. To quality assure staff observations on Tapestry and to ensure observations and reports are shared effectively and regularly with parents.

### **Safeguarding and Welfare**

In line with the Safeguarding requirements of the EYFS:

7. To undertake the role of Designated Safeguarding Lead or Deputy Designated Safeguarding Lead in partnership with the Deputy Pre-School Leader.
8. To ensure all staff demonstrate good practice in terms of keeping children safe.
9. To respond to concerns about a child's welfare within local and national procedures.
10. To work in partnership with outside agencies in support of responding to concerns about a child's welfare.
11. To lead training and development for all staff in safeguarding practices and procedures and to maintain own development.
12. To ensure risks to child and staff health and wellbeing are identified and managed. To ensure the working and play environment is safe and risks are identified and managed.

13. To ensure effective behaviour management systems are in place, based on restorative practice and emotion-led support for child wellbeing.

### **Inclusion and Diversity**

14. To ensure the Pre-School remains welcome and open to children with a range of learning needs, abilities and disabilities.
15. To ensure the Pre-School welcomes children and families from diverse backgrounds.
16. To support the SENCO in her duties; in identifying children with additional needs; and in providing appropriate graduated steps in response to individual needs.
17. To support the SENCO in presenting effective, professional advice and support to health and other professionals supporting a child in their learning and development.

### **Staff, Policies and Procedures**

18. To recruit, lead, maintain and manage an effective staff team, in line with business needs and the needs of the children. To manage others in the setting including volunteers, work experience students etc.
19. To ensure daily staff deployment delivers legal ratios, keeps children safe and meets children's learning needs.
20. To deliver an effective system of staff supervisions and appraisal.
21. To support and encourage staff in identifying training needs; and enabling them to access training in line with their developmental needs and to support the quality of provision at the Pre-School.
22. To respond to staff enquiries, complaints and working requests, with support of the Business Manager.
23. To ensure the Pre-School policies and Codes of Conduct remain up to date, relevant and in line with statutory requirements including (but not limited to) the EYFS; health and safety legislation; financial regulations; data control and confidentiality regulations; governance. To undertake annual review of core policies including (but not limited to) the curriculum, SEND, safeguarding, health and safety and admissions. To ensure staff know, understand and work within the Pre-School policies.
24. To keep own knowledge and development up to date, identifying and undertaking training as appropriate.

### **Governance and Finance**

25. To build and maintain effective working relationships with the Pre-School parent committee, in particular, the Chair and Trustees, ensuring the Committee are able to undertake their constitutional role in the governance of the Pre-School. To raise issues/risks and mitigations with the Committee, and to attend Committee meetings and provide reports as appropriate.
26. To ensure the Pre-School remains financially sustainable. To quality assure financial forecasting and profiling; and to ensure effective financial procedures are in place reflecting good practice and the law, working in partnership with the Business Manager. To identify risks and actions to take; and to undertake financial reporting, including annual staff pay review, to the Committee.
27. To support the Committee, Business Manager and SENCO (where appropriate) in applying for additional funding in respect of the needs of the Pre-School and individual children.

### **Parent Community, Communication and Promoting the Pre-School**

28. To build professional relationships with all parents/families of Pre-School children, ensuring an effective two-way flow of information about the Pre-School and their child (as appropriate). Preparing half-termly newsletters and developing other ways of keeping in touch.
29. To maintain the Pre-School's website and social media presence, in partnership with the Deputy Pre-School Leader.
30. To develop and share promotional material ensuring the Pre-School maintains a presence in the local community.
31. To build and maintain positive, two-way relationship with representatives of the Pre-School's Landlords – the Baptist Church.
32. To ensure an effective working relationship with the Local Authority is maintained, in partnership with the Business Manager. Attend Local Authority meetings as appropriate.
33. To ensure effective working relationships with other stakeholders such as local schools, particularly in support of children's transitions.

### **Key Working Responsibilities – where appropriate**

34. To maintain a variable key person role. Acting as Key Worker for varied numbers of children subject to need. When key working, to:
  - plan and deliver activities day-to-day which support key children's learning and development needs across the curriculum;
  - observe key children in the setting and recording their development using the online learning journal, Tapestry. The post holder will need to be able to access the internet to do so. Time is allowed for working at home to complete and upload observations.
  - evaluate the learning and development key children have made, completing reports and assessments as appropriate.
  - provide a point of contact key children's parents.

### **Other reasonable responsibilities:**

35. To undertake any other reasonable responsibilities in the light of short or long term business needs, changes in legislation, or at the request of the Chair of the Committee.

**NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders, which have been made against them.**



# Handsworth Pre-School Pre-School Manager Person Specification

Early Years Full and Relevant Qualification Level 3 or above	Essential
At least two years' experience in Early Years leadership	Essential
Additional qualifications at Level 3 or above	Desirable
Extensive experience in early years education, child development or teaching/learning	Desirable
Knowledge of statutory requirements for early years: EYFS and good practice in delivery.	Essential
Proven track record in planning for, delivering and evaluating children's development.	Essential
Proven track record in keeping children safe in education/safeguarding	Essential
Experience of multi-agency working in respect of safeguarding	Essential
Knowledge of the statutory SEN Code of Practice in respect of early years	Essential
Knowledge of child development and experience in providing inclusive practice in support of all children's needs	Essential
Experience of multi-agency working in respect of SEND	Essential
Knowledge of statutory requirements in workplace health and safety and business management	Desirable
Proven track record in leading a team of staff, volunteers and other adults.	Essential
Experience of staff recruitment and of supporting staff development and training.	Essential
Knowledge and experience of statutory requirements and good practice in data management and confidentiality in relation to early years	Essential
Experience of financial and/or business management and governance	Desirable
Strong communication skills, verbal and written	Essential
Experience of promoting a business online and otherwise	Desirable
<b>Personal Attributes and Values</b>	
Work well under pressure	Essential
Personal resilience and determination	Essential
Genuine interest in supporting very young children's learning and development.	Essential
A compassionate, reflective and restorative approach to supporting children's development.	Essential
Professionalism understanding of professional boundaries. Ability to build effective professional relationships with stakeholders.	Essential