

Job Description Pre-School Manager

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| Job title: | Pre-School Manager |
| School: | Graven Hill Primary School |
| Line manager: | Headteacher |
| Grade: | Grade 8-11, depending upon experience |
| Hours: | Full time |

Main purpose of the job

- To ensure the effective running of the pre-school in accordance with the OFSTED and Statutory Framework requirements, guidelines, policies and procedures.
 - To ensure the emotional, educational and physical well-being of the children entrusted into the care of the pre-school class.
 - To manage all the pre-school staff and support them in their roles. To feedback to the school's senior leadership team on a regular basis.
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Main responsibilities and tasks

- To ensure that the setting is a safe environment for children, staff and others, and that the equipment is safe through daily risk assessments; that standards of hygiene are high, safety procedures are implemented at all times and Fire Drills/Lockdown Drills are regularly practiced.
- To work closely with families and attend training/meetings as required.
- To carry out all activities and responsibilities at the pre-school within a framework of equal opportunities, including the implementation and review of the SENCo folder, action plan and policy.
- To take responsibility for implementing long term, medium term and short-term curriculum plans which ensure that each child is working towards the early learning goals; to monitor the effectiveness of the pre-school curriculum and feedback to the school's senior curriculum lead as necessary.
- To be responsible for providing a high quality of teaching, ensuring that staff are properly deployed and offer appropriate stimulation and support to the children.
- To be responsible for creating and implementing systems of observation and record keeping so that the children's attainment and progress are effectively and regularly assessed; to create a folder for each new child starting at the setting; to monitor the effectiveness of assessment procedures and amend where necessary, in line with the EYFS.
- To ensure records are properly maintained e.g. daily attendance register, accident and incident book.
- To contribute to and implement all pre-school policies and procedures.
- To review and update policies as required.
- To complete the Quality Framework documentation and monitor/review it throughout the year.
- To produce an Action Plan and Wish List for the year and share these with the school's senior leadership team as well as staff and families of pre-school.

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- To assist in the recruitment and induction process when employing suitably qualified and experienced staff.
- To undertake any training necessary.
- To ensure appropriate staffing levels are maintained at all times.
- To organise a Key Working system and to effectively supervise staff on a daily basis; to be responsible for monitoring the quality of teaching.
- To monitor the performance of the staff team and participate in staff supervisions every 6 weeks.
- To do staff appraisals annually and write staff development plans with them that focus on the need for training, stating specific courses that need to be attended to develop their skills.
- To monitor training requirements and create a training action plan annually, updating it as necessary.

Liaison Duties

- To positively promote parental partnerships and liaise with parents/carers on a daily/weekly basis.
- To liaise closely with parents/carers, informing them about the pre-school and its curriculum and encouraging parental involvement through a regular newsletter.
- To liaise with the local Early Years Team, OFSTED and other professionals as necessary and ensure that all legal and statutory requirements are implemented: to provide reports as required.
- To support the school's senior leadership team and attend meetings regularly.
- To ensure effective communication between the Pre-School and other local primary schools, focusing on the smooth transition for the children who choose not to attend the on-site primary school.

This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Pre-school. You are also required to be flexible and adaptable with respect to your role.

Signatures – line manager and job holder

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| Signature of Manager: _____ | Date: / / |
| Signature of post holder: _____ | Date: / / |
