



JOB DESCRIPTION

JOB TITLE: PRE-SCHOOL TEAM MANAGER

BASED AT: NOAH'S ARK PRE-SCHOOL

RESPONSIBLE TO: PRE-SCHOOL COMMITTEE

RESPONSIBLE FOR: PRE-SCHOOL STAFF TEAM

JOB PURPOSE: To provide team management for Noah's Ark Pre-school, ensuring legal requirements and quality standards are met at all times, and to provide on-going supervision and support for the pre-school staff team.

GENERAL RESPONSIBILITIES:

- To be responsible for the efficient day-to-day running of the pre-school and overall delivery of a high-quality service.
- To ensure that the pre-school provides a safe, caring, stimulating, educational environment, both indoors and outdoors, at every session.
- To ensure that the pre-school plans an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.
- To ensure the pre-school plans appropriately for all children.
- To ensure the pre-school meets Ofsted requirements at all times.
- To manage, supervise and support the pre-school staff.
- To work with other professionals in the local area for the benefit of children and families.
- To ensure all staff understand and work to the pre-school policies, procedures and code of conduct - including how to deal with safeguarding issues appropriately and how to respond to incidents, accidents, complaints and emergencies.
- To work in partnership with the Business Manager and Committee.

MAIN DUTIES:

1. To provide management of Noah's Ark Pre-school and ensure that legal requirements and quality standards are met at all times.
2. To ensure the whole staff team understand and work to the EYFS and the preschool Policies and Procedures at all times.

3. To plan, with staff colleagues, an appropriate play-based curriculum which is based on children's current interests and stages of development and which allows children opportunities for learning and development in all key areas of learning both indoors and outdoors.
4. To ensure the pre-school operates the key person system and that regular observations are carried out on all children and their progress recorded and shared with parents, both formally and informally.
5. To head the staff team and convene regular staff meetings.

PRE-SCHOOL SESSION MANAGEMENT:

6. To ensure appropriate equipment and materials are set up before the children arrive, both indoors and outdoors, and are tidied away at the end of every session and the rooms left clean for the next session.
7. To ensure all activities, equipment and other resources are presented attractively with the support of appropriate books.
8. To ensure a daily register is taken at the beginning and end of each session and appropriate paperwork is kept during each session, to include accident books, medication records, risk assessments etc.
9. To ensure correct staff/children ratios are met for each session.
10. To ensure that children are properly supervised at all times both indoors and outdoors.
11. To ensure all health, hygiene and safety issues are addressed.

WORKING WITH PARENTS AND PROFESSIONALS:

12. To communicate with parents in a positive, sensitive and constructive manner, encouraging parental involvement in the sessions.
13. To work in partnership with a range of professionals related to the children and in relation to the Suffolk County Council area.

MANAGEMENT / ADMINISTRATION:

14. To work in partnership with the Business Manager, administrator and the committee to ensure Ofsted forms, headcount forms and any other required paperwork are completed.
15. To work together with the Business Manager, administrator and the committee in relation to budgets and finances.
16. To monitor expendable materials and equipment generally and ensure that requests are placed with the business manager in a timely manner.

17. To ensure a qualified first aider is available at every session and that the contents of the first aid box are regularly checked and replenished as necessary.
18. To provide on-going supervision and an annual appraisal for the Pre-school staff team.

GENERAL:

19. To ensure that the pre-school implements its Equal Opportunities policy and is welcoming to children and families from all cultures, family groups and circumstances - with or without special needs.
20. To actively challenge discrimination of all kinds and ensure that staff and volunteers within the pre-school do the same.
21. To continually evaluate and reflect on your own practice. To keep up-to-date with the latest ideas and developments in the early years field through attending early years meetings and training courses together with reading relevant publications. To encourage and support staff members and volunteers in doing the same.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the Pre-School Committee.

PERSON SPECIFICATION:

Essential Criteria

1. Minimum NVQ Level 5 (or above) qualification in Childcare or equivalent.
2. Minimum of two years post qualification experience in an Early Years setting.
3. Experience of managing a staff team.
4. Comprehensive knowledge and understanding of the legal framework and quality standards relating to sessional day care.
5. Sound understanding of child development and how children learn through play and talk.
6. Good standard of literacy and numeracy and excellent communication skills.
7. Ability to be sensitive and supportive to children and families from a wide range of cultures, lifestyles and family circumstances and with a range of special needs.

8. Ability to carry out management tasks efficiently, to write clear reports and keep clear and informative written records and simple finance records as required.
9. Ability to keep clear and appropriate records on children and their progress.
10. Ability to work in a positive manner with colleagues and as part of a team.
11. Ability to work positively with a wide range of professionals in different sectors.
12. Willingness to attend training courses and to keep up-to-date with the latest ideas and developments in the early year's field.
13. An ability to be proactive in identifying problems and providing solutions.
14. Ability to be organised, methodical and able to work independently on own initiative without supervision while prioritising on-going activities.
15. To be lead professional in relation to safeguarding and promoting the welfare of the children.

Desirable criteria

1. Current First Aid certificate.
2. Current Food Hygiene certificate.
3. Current Health and Safety at Work Certificate.
4. Experience of managing or deputising in a day care setting.

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a criminal records check.