

Lantern preschool, Redland Parish Church Halls

Job Title: **Manager**

Job Description: To lead and manage staff on a day-to-day basis. To contribute to and to implement early years policies. To ensure that all statutory, legal, and setting obligations are followed and met.

Responsible to: The preschool committee Chairperson, as Line Manager, in the first instance, and subsequently to the Vicar and Chair of the PCC.

Responsible for: All members of staff.

Purpose of the job: To provide safe, high quality education and care for early years children. To fulfil legal and statutory requirements.

**Main duties**

1. To take responsibility for drawing up long-term, short-term, and sessional curriculum plans which follow the requirements of the Early Years Foundation Stage (EYFS), and to monitor the effectiveness of the setting’s curriculum and provision; this will include working with external professionals.
2. To be responsible for providing a high quality of education and learning, ensuring that the deputy manager properly deploys staff, and to offer appropriate stimulation and support to the children attending the setting.
3. To have an appropriate action plan in place which enables the setting to achieve and maintain a minimum good Ofsted rating at the next inspection.
4. To take responsibility for ensuring that performance management systems are in place and followed e.g. induction, probation, supervision, team meetings, appraisals, and objective setting.
5. To work closely with the Deputy Manager to ensure that staff are appropriately supported to carry out their role effectively, including the Early Years Senco.
6. To work closely with the deputy manager to draw up the daily programme of activities and events. To oversee that the Deputy Manager carries out the daily programme efficiently and effectively.
7. To be responsible for implementing systems of observation and record keeping so that children’s progress and achievements are effectively and regularly assessed; to monitor the effectiveness of assessment procedures.
8. To organise the key person system and to work closely with the Deputy Manager to ensure effective supervision of staff on a daily basis; to be responsible for monitoring the quality of teaching; to carry out staff supervisions and to identify in-service training needs.
9. To ensure that the welfare and safety of children is promoted within the setting and that any child protection concerns are always acted upon appropriately and immediately.
10. To ensure records are properly maintained and updated, e.g. the daily attendance register, accident and incident records.
11. To liaise closely with parents/carers, informing them about the setting and its curriculum, exchanging information about children’s progress and encouraging parents’ involvement.
12. To ensure that Lantern preschool is a safe environment for children, staff, and others, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills are regularly practised.
13. To liaise with the Chair of the Management Committee, Ofsted services and other professionals as necessary and ensure that all legal and statutory requirements are implemented, and to provide reports as required.
14. To implement any recommendations made following regulatory inspections.
15. To contribute to and to implement all early year’s policies and procedures, e.g. register and signing out procedures, child protection, health and safety, confidentiality, food safety, setting hygiene.
16. To ensure any monies handled are promptly recorded and given to the administrator at the next available opportunity. To work closely with the administrator; ensuring all financial aspects of the preschool are closely monitored and fully recorded.

 17. To attend any conferences, training events or meetings, as identified by the Chair.

1. To ensure that accurate and up-to-date record keeping systems are in place e.g. children’s records of progress and any behavioural and development reports, any safeguarding issues, health and safety issues, notes taken at staff supervision meetings, details of targets set and of any performance concerns discussed.
2. To ensure that the setting complies with the General Data Protection Regulation and that staff receive appropriate training and guidance.
3. To undertake any other reasonable duties as directed by the Chair of Trustees in accordance with the setting’s business plan/objectives.

**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 Chair of Trustees. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.**

**Person specification**

*Essential criteria*

1. At least Level 3 early year’s education and childcare qualification or equivalent, and a commitment to obtaining relevant qualifications to support your role. With at least two years’ proven experience of working in an early year’s care and education setting or at least two years’ other suitable experience.
2. Ability to ensure that the setting achieves and maintains at least a good Ofsted rating.
3. Sound understanding of child development, and of children’s needs.
4. Ability to plan and implement a preschool curriculum, taking into account the SEN Code of Practice, child protection procedures and equal opportunities considerations.
5. Demonstrable and detailed knowledge of current legislation relevant to the early years.
6. Understanding of the Prevent Duty in the Counterterrorism and Security Act 2015, as it relates to early years settings.
7. Ability to comply with the requirements placed on the setting by the EYFS.
8. Ability to work with parents and families to encourage their involvement.
9. Ability to effectively market the setting to maximise occupancy levels and fee income.
10. Ability to effectively lead and manage a team of adults, including conducting performance management processes e.g. induction, supervision meetings, appraisals and setting objectives.
11. Demonstrate a commitment to continuously promoting a culture of safeguarding.
12. Commitment to equal opportunities and an understanding of equality and diversity issues.
13. Ability to write clear and concise reports.

*Desirable criteria*

1. Level 6 early years education and childcare qualification or equivalent.
2. Experience in a management/ senior role.
3. Experience as Delegated Safe-guarding officer.
4. Experience as SENCO lead.

**Lantern preschool is committed to safeguarding and promoting the safety and welfare of children and young people.  All staff and volunteers are expected to share this commitment and all appointments will be subject to appropriate vetting, including an enhanced DBS disclosure check.  All members of the preschool community are expected to report any concerns they have regarding the behaviour of any staff member to the Chair of preschool committee.**

**I have read, understood, and agree to my position within Lantern preschool.**

**I have read, understood, and agree to the essential criteria needed to carry out my role efficiently and effectively as stated in the job description.**

Name of Manager: (Chair of preschool committee)

Signature: Date:

Name of employee:

Signature: Date: