



## LANTERN PRESCHOOL MANAGER (PART TIME)

An exciting opportunity for an enthusiastic and experienced preschool manager to lead our small but growing Lantern preschool into the next phase. With first class facilities and a supportive staff team.

For over 30 years Lantern Preschool has been an integral part of the ministry of Redland Church offering high quality preschool education to both Church families and the wider community. The strong Christian principles on which it was founded underpin our aims of offering a warm, and caring environment, in which children are safe to explore, learn and discover through play.

The successful candidate will provide safe, high quality education and care for early years children. Lead and manage staff on a day-to-day basis. Contribute and implement early years policies and ensure that all statutory, legal and setting obligations are followed and met.

### **Main Duties and Responsibilities:**

Under direction of the Lantern Committee the Preschool Manager will be responsible for:

- drawing up and implementing the requirements of the Early Years Foundation Stage (EYFS), including the planning of the curriculum, and monitoring its effectiveness; this may include working with external professionals.
- ensuring 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.
- ensuring that performance management systems are in place and followed.
- liaising closely with parents/carers, informing them about their children's progress and encouraging parents' involvement via tapestry and other forms of communication.
- contributing and implementing all the setting's policies and procedures with the support of the administrator and management committee.

### *Accountability*

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

### *Key Relationships*

1. Working alongside the preschool staff team and volunteers.
2. Working with the Church administrator and HR lead.
3. Build positive and professional relationships with parents.

Other duties may be required. The list of the main duties and responsibilities of your post above is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

### *Personal Attributes*

We are looking for someone diligent and hardworking who is sympathetic and respectful to the Christian foundation on which Lantern is founded.

## **Experience and Competencies**

### *Essential criteria:*

1. Level 6 early years education and childcare qualification or equivalent. Experienced Level 3 and above will be considered.
2. Sound understanding of child development, and of children's needs.
3. Ability to plan and implement a preschool curriculum, taking into account the SEN Code of Practice, child protection procedures and equal opportunities considerations.
4. Demonstrable and detailed knowledge of current legislation relevant to the early years.
5. Understanding of the Prevent Duty in the Counterterrorism and Security Act 2015, as it relates to early years settings.
6. Ability to comply with the requirements placed on the setting by the EYFS.
7. Ability to work with parents and families to encourage their involvement.
8. Ability to effectively lead and manage a team of adults, including conducting performance management processes e.g. induction, supervision meetings, appraisals and setting objectives.
9. Demonstrate a commitment to continuously promoting a culture of safeguarding.
10. Commitment to equal opportunities and an understanding of equality and diversity issues.

### *Desirable criteria:*

1. Experience as Delegated Safe-guarding Lead
2. Experience as SENCO lead
3. Ability to effectively manage the budget and market the setting to maximise occupancy levels and fee income.
4. Ability to write clear reports.
5. Knowledge of data protection and information management practices and their application within the setting.
6. Familiar with Tapestry or other online learning journals.

## **General Conditions**

Lantern preschool is committed to recognising, valuing, and respecting the diversity of its employees, service users, volunteers and job applicants. We recognise that everyone has a contribution to make, and we aim to ensure that all individuals with whom we have contact will be treated in a fair and consistent manner.

We recognise that certain people face discrimination based on factors such as their race, ethnic or national origins, religious and political beliefs, gender, disability, sexuality, age, marital status, and linguistic ability. With this in mind, we will work within the current legislative framework and within the sphere of best practice in order to promote equality and value diversity, and work to address unfair treatment, discrimination, and prejudice where found within the workplace.

It is expected that the principles of diversity and equality will underpin all our work, and the work of our employees.

## **TERMS OF EMPLOYMENT**

*Salary:* £22,238.75 (Pro-rata based on a 40-hour contract)

*Working Hours and Pattern:* 32.5 hrs per week (term time only). Initially a fixed term contract for 1 year. To start by mutual agreement.

Closing date for Applications: 11<sup>th</sup> May 2021

Interview Date: 18<sup>th</sup> May 2021

**For more information or an application form please contact**  
[lanternchairperson@redland.church](mailto:lanternchairperson@redland.church)