



# Greatworth Pre-School

Registered Charity: 1160606

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Helmdon Road, Greatworth. Oxon. OX17 2DR Tel: 01295 713514

## **JOB DESCRIPTION**

Job Title: Pre-school Manager  
Location: Greatworth Pre-School  
Hours: 37 Hours – Term Time Only  
Salary: Dependant on Experience  
Reporting to: Executive Committee

## **PURPOSE OF JOB**

- To be responsible for the development and daily management of the Pre-school providing a safe, caring and stimulating environment for children aged 2 – 5 Years of age.
- To build links and work in partnership with parents, carers and professionals to promote the well-being of the children.
- To be responsible for the delivery and implementation of Early Years curriculum plans in line with the Early Years Foundation Stage Framework.
- To develop, implement and review the policies, procedures and practices within the Pre-school.

## **PRINCIPAL ACCOUNTABILITIES**

- Undertake the daily management of the pre-school to ensure that high standards are developed and maintained throughout and provide activities to ensure that, whilst at the pre-school, children receive physical, emotional, social and intellectual development, giving consideration to families ethnic, cultural and linguistic backgrounds whilst maintaining relationships with parents and carers on the admission, care and education of children to ensure that the diverse needs of the children are met.
- Act as the Designated Safeguarding Lead working with other professionals in the identification and monitoring of child abuse and the management of appropriate care programmes ensuring that guidelines for Safeguarding Children are adhered to and develop relationships with external agencies and professionals to ensure adequate care of the children is maintained.
- To act as Lead Special Educational Leads Coordinator.
- To ensure Ofsted's minimum requirements are met and to strive outstanding results.
- Participate in the safer recruitment and selection of staff making sure that those appointed are qualified and possesses the skills required to work in the pre-school.
- Keep abreast of legislation, guidelines, policies, etc, to ensure the Early Years Foundation Stage always met.
- Develop and regularly review a set of policies and procedures to be followed within the pre-school to ensure compliance with legislation and regulations.
- Act as the Health and Safety Officer for the pre-school ensuring health and safety regulations are met, that the setting is kept to the required standards of cleanliness and hygiene and ensure the safety and wellbeing of children, staff and visitors.
- Support staff in the development and maintenance of appropriate planning, observation and assessment procedures to ensure a consistent service, providing a wide variety of activities to stimulate and support children's development in line with the Early Years Foundation Stage Curriculum.
- Act as a key person for children, regularly assessing your key children and recording the assessment in the child's learning journey and exchanging information about progress with the child's parents/carers.

- Supervise and provide advice, guidance and training to staff, students, trainees and others on work placements or work experience in order that they receive the appropriate support and guidance and to establish relationships with colleges and schools as necessary in order that their activities are co-ordinated.
- Ensure that staff are allocated and deployed appropriately to each session.
- To complete funding and head counts
- To complete Staff supervisions and organise regular staff meetings.
- To keep completely confidential any information regarding children, their families or other staff members learned as part of their job.
- To advise senior staff of any concerns relating to individual children or their families or other staff members.
- To attend termly cleaning sessions and any annual events organised either during term time, school holidays or weekends.
- To complete any other duties as directed.
- To provide a monthly update to the committee on day to day aspects of pre-school and submit requests for new resources as and when they are required and raise any concerns. To ensure appropriate wrap around care activities and staffing are in place for ages 2 to 6years 11 Months between 8am and 8.45 and 15.30 until 18.00.

#### ESSENTIAL CRITERIA

- Minimum Level 5 qualification or equivalent in Early Years and Childcare.
- At least 2 years' experience of working in an early years setting in a senior role
- Level 2 qualification in English.
- Experience and sound understanding and implementation of the Early Years Foundation Stage Framework.
- As a minimum to have received Basic Awareness of Child Protection and Safeguarding Children training.
- Have had or be will to obtain training to be Lead Special Educational Needs Coordinator.
- Knowledge and understanding of policies and procedures relating to safeguarding children, health and safety, equal opportunities and confidentiality.
- Possess or be willing to obtain Paediatric First Aid certificate.
- Possess or be willing to obtain a level 2 food hygiene certificate.
- Experience of acting as a Health and Safety Officer including responsibility for undertaking and recording risk assessments.
- Basic understanding of technology (computer, photocopier, etc.).

#### DESIRABLE CRITERIA

- Relevant experience in a managerial or supervisory post in an early years setting.
- Experience of working in a charity based setting.
- Experience of acting as an Early Years Designated Lead for Safeguarding.

**THIS POST IS SUBJECT TO A SATISFACTORY ENHANCED DISCLOSURE AND BARRING SERVICE CHECK AND IS EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT 1974**