



PRE-SCHOOL MANAGER JOB DESCRIPTION (Radford)

Updated March 2022

Royal Naval Pre-school Learning Organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We provide early help through support working with local agencies to identify children and families who will benefit and, we undertake assessment of the early help needed and provide targeted services to address those needs.

Main responsibilities.

- Taking the lead role and responsibility of running the childcare facility.
- Ensuring that every effort has been made to keep the group open and running childcare sessions. If for a reason the group must close, then arrangements are made to re –open as quickly as possible, with the possibility that this may take the group outside of term time. As the lead person you will be present if required to direct /advise parents, make phone calls to all users, staff, and Area Coordinator. This may be outside of the core hours.
- Providing play and learning opportunities in line with current legislation in a safe and caring environment.
- Adhering to RNPSLO policies and good practices, ensuring that all staff are aware of policies and working practices.
- To follow the instruction and guidance of the Area Co-ordinator where appropriate. To follow up instructions/guidance from area coordinator to staff team.
- To ensure that security is always maintained adhering to the organisations policies and working practices.
- To work to good and safe practice whilst using ICT including the Internet during daily correspondence with other settings and outside agencies.
- Maintaining the Internet through monitoring and reporting to the Area Coordinator any undesirable messages etc through the Internet incident logbook.
- To meet and greet visitors, into the setting after first verifying ID.
- To plan and set out the day's activities delegating duties to staff where appropriate ensuring that staff ratios are always met.
- Keeping the register up to date and balanced on a daily/weekly basis.
- To ensure appropriate ratios are met within the setting and age ranges of children attending.
- Ensuring that there are no outstanding fees/debts allowed to culminate.
- To maintain sustainability and viability of the setting.
- Complete Early Years Grant Funding process for the children attending the pre-school.
- To deliver the Early Years Foundation Stage within the setting coordinating record keeping, planning, observing and any other appropriate paper work

related to the Early Years Foundation Stage. Working within the Statutory Framework for the EYFS stage welfare requirements. and the organisations policies and good practices.

- As the manager you are responsible for monitoring staff's paperwork relating to children ensuring that is kept up to date and is of a professional standard.
- To manage the staff and your own allocated paperwork time within the working day to ensure that all relevant paperwork is kept up to date.
- To supervise the staff team on a regular basis that feed into annual appraisals held by the area coordinator.
- To review and evaluate all aspects of the preschool in line with Ofsted requirement.
- As the building controller for the setting, you are responsible for all aspects of Health and Safety including risk assessments, working alongside the MOD for annual inspections. (Goosewell site excluded)
- To supervise storage and care of equipment along with maintenance of buildings when repair work is needed, adhering to health and safety requirements, before and after the sessions. This can include meeting with contractors outside of opening times.
- To carry out necessary cleaning tasks to ensure a safe, hygienic environment, this can mean operating outside of opening times when children are not present.
- To lead and manage a team of staff, ensuring that appropriate cover for the group is always present.
- To hold supervision for all members of staff team on a regular basis. You are responsible for your own team's attendance and disciplinary up to the point of formal disciplinary actions when the area coordinator will be involved.
- To lead and manage a team of staff, ensuring that appropriate cover for the group is always present.
- Attend all training as appropriate this may include courses outside of working hours/ term time, to direct staff to further develop skills and qualifications both to self develop and to enhance the setting.
- Manage the settings training allocation responding to staffing ratios and seasonal attendance levels
- To attend managers meetings and when required visit other settings.
- Carry out all responsibilities and activities within an equal opportunity's framework.
- To arrange cover for staff in their absence through the administration office. Ensuring that ratios are always adhered to. This may mean contacting the administration office to arrange cover out of working hours.
- To work positively with other team members including staff from other Jack and Jill's childcare settings.
- To maintain an up-to-date knowledge of current legislation and a knowledge of the Welfare Requirements and the Early Years Foundation Stage.
- To communicate freely with management, Committee/Trustees, staff, a parent to ensure the setting is run the most efficient way.
- To communicate within the boundaries of professionalism with outside agencies, parents, schools, health visitors where appropriate.
- To monitor and work with the staff team to ensure that social media postings are not about any children or parents, the setting, the setting staff, or the organisation.
- To fundraise for the setting and the charitable organisation.
- To arrange with prospective parents meetings and visits to the childcare setting prior to their child starting.

Working with the children

- To ensure that all children are kept safe from harm and abuse in line with the Organisations safeguarding policy.
- To ensure that the pre-school and its resources are kept clean and clear from Infection.
- To encourage the children to learn through play by talking to them, listening, and observing them.
- To treat all children in a positive way and respect them as unique individuals allowing them to develop at their own pace.
- To respond to distressed children with comfort and taking any appropriate actions.

Working with the parents

- To ensure that all relationships are professional, neutral, and fair.
- To develop knowledge of the family and work with the parent in ensuring that all decisions made are for the best for the child.
- Ensure that parents are made welcome and valued into the setting.
- Ensure parents are offered help/advice/guidance where applicable including offering meetings etc outside of opening hours.
- Providing the opportunity for service parents to have support through additional groups such as 'Chat and Play', craft sessions and other social events held within the childcare setting.

Key Person

As part of the job role, you will be required to be a key person. The key person must help ensure that every child's learning and care is tailored to meet their individual needs. The key person must seek to engage and support parents and/or carers in guiding their child's development at home. They should also help families engage with more specialist support if appropriate.

Person specification

Essential.

- NVQ 3 in Child Care Learning and Development, equivalent or above.
- Working experience (2 years) in managing/ deputising and leading a team within a childcare setting.
- First Aid up to date qualification
- Safeguarding advanced level.
- Fire Training.
- SENCO training
- Food safety /hygiene.
- Early Help Assessment Training.
- A commitment to equal opportunities.
- Ability to provide safe and stimulating play, learning opportunities and experiences.
- Ability to use judgement and common sense.
- Ability to work leading a team and as part of a team.
- Commitment to children, parents, and the childcare facility.
- A friendly and flexible attitude.
- Competency to complete appropriate paperwork related to EYFS etc and children's record keeping.
- To ensure Ofsted welfare requirements and other legal requirements are upheld along with Review, plan and Evaluation of all aspects of the preschool.
- Ability to work on own initiative.

Desirable

Competency to complete staff supervision. Staff records, training, and motivation of staff team.

Willing to train / develop further skills and qualifications and professional Development.

Have use of transport and a clean driving licence.

Willingness to travel/visit other settings within organisation.

To develop a resourcefulness beneficial to the setting.

To work for the benefit of the group sometimes out of core hours.

To undertake a Quality Assurance Scheme.