**JOB DESCRIPTION: Preschool and 555 Service Manager**

**DEPARTMENT:**  Service Team

**LOCATION:** Guildford and Farnham

**REPORTS TO:** Head of Service

**PAY SCALE:** £28,000 - £31,000 (Pro-rata, term time only)

**BUDGET RESPONSIBILITY:** Preschool and 555

**LINE MANAGEMENT RESPONSIBILITY:** Preschool Managers and 555 Managers

**LIAISE WITH:** Families, Service Team, People and Culture Team, Administrative Team, Fundraising Team, Chief Executive Officer and health/social service/education professionals as appropriate.

**MAIN PURPOSE:** To inspire and oversee the Challengers Preschools and 555 Services (which supports young people who currently do not have a school placement) across Guildford and Farnham.

To provide, safe, high-quality education and care for each child and their family that attends our Preschool service. To make sure our Preschools run at a consistently high level and in accordance with Challengers Policies and Procedures as well as in line with the Early Years Foundation Stage (EYFS) and any other appropriate good practice. To Manage and oversee the running and development and expansion of our 555 Service, making sure it runs within regulatory guidelines.

**DUTIES & RESPONSIBILITIES-**

**Operational**

Directly line manage the Preschool Managers and 555 Manager, giving them support with all aspects of running the day-to-day Preschool and 555 services.

To be “On Call” at least one weekend a month to help support our Play and Youth schemes.

**Preschool Service**

Work with Preschool Managers to deliver the preschool services in line with the Early Years Foundation Stage and internal KPIs which may include childcare, customer satisfaction, marketing and child-to-staff ratios.

Work across Challengers Guildford and Farnham Preschools to develop and promote consistent good practice.

Monitor and evaluate all practices policies and processes that support the preschool children’s education, development and well-being

Keep up to date on all factors that affect our Early Years services, sharing relevant information with both the Preschool teams and The Head of Service.

Cultivate a business model for the Preschools that will help them to be sustainable and financially stable.

**555**

Work with the 555 Manager to make sure the 555 services run within legal guidelines to provide support for young people who have been excluded from school or currently do not have a school placement.

Work with the 555 Manager to ensure services are of high quality and are focused on supporting young people to be ready to return to school as soon as a placement is found for them.

Work to expand the 555 services to the Guildford area, whilst ensuring consistency of services.

**Safeguarding**

To complete Designated Safeguarding Lead training to become a Deputy DSL to provide the Preschools with Safeguarding support.

Ensure all aspects of Challengers Preschools comply with Challengers and local safeguarding children’s board policies and procedures – including recording and escalating all safeguarding concerns without delay and attending meetings (internal and external) to plan and coordinate the child protection/safeguarding of a child.

**Collaborative Working, Marketing**

To take the lead on collaborative work. Establish and maintain links within the community; cooperating with other settings and agencies to build on continuous development.

To drive the marketing of the Preschools and 555 Services increasing awareness and helping to ensure child and staff spaces are filled.

**Finance and fundraising**

Managing the financial performance of the Preschools and 555 Services by thinking commercially and seeking out opportunities to add value to this part of the business, including identifying and implementing opportunities for income generation such as fundraising events.

Managing the funding opportunities for the Preschools services supporting the Preschool Managers to make sure all available funding is applied for and applications are completed on time.

**Conduct**

To conduct yourself and represent the Charity in a manner which reflects all the values and principles of *The Challengers Approach*. The Preschool Service Manager will be a ‘champion’ of *The Challengers Approach*.

To undertake such other duties as they become necessary. These may include help with fundraising activities and other events which promote the charity to the public.

**PERSONAL SPECIFICATION-**

*Essential*

* Good business acumen and ability to work with and manage budgets.
* Able to demonstrate skills necessary to promote and market the Preschools and 555 Services.
* Able to demonstrate the skills necessary to motivate, encourage, organise, lead and supervise the Preschool and 555 Managers supporting them to lead their teams.
* Experience of Managership in an Early Years environment.
* Experience managing staff teams.
* Familiarity of the reporting and tracking required of and/or to facilitate the EYFS.
* Good knowledge and understanding of the funding streams available for Early Years settings.
* Ability to perform administration duties – completing forms and liaising with parents and the Service Team.
* The ability to prioritise tasks, apply common sense and good judgement.
* An understanding and appreciation of the experience of disabled, young people and their families. A practical appreciation of the barriers to inclusion that disabled children and their families experience.
* An understanding of the importance of all children’s need to play and how play staff can support children and young people to do so.
* Prepared to attend training and to learn new skills with which to develop an understanding of good practice in play and leisure for disabled and non-disabled children – including Safeguarding DSL training
* An understanding of data protection and the ability to apply this in the workplace

*Desirable*

* Level 5 qualification or above in Early Years.
* Full driving license and use of a car