

JOB DESCRIPTION

Pre-School Manager

Annual Salary	£24,475
Weekly Hours	36 hours
Reporting To	Service Manager
Contract Type	Permanent
Work Location	Farnham Pre-School
Budget Responsibility	Farnham Pre-School
Line Management Responsibility	Room Leader, Pre-School Staff Team
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 manage the safe and efficient day-to day management of the Farnham Pre School in accordance to statutory guidelines including the Early Years Statutory Framework (EYFS) and Challengers Policies and Procedures. To support the pre school team in creating an inclusive environment that ensures that all children are happy and make progress.

Duties & Responsibilities –

Children

- The Manager will oversee the day-to-day delivery of activities and an approach that will include every child – including children with complex impairments.
- The Manager is responsible for delivering, researching and inspiring fun and creative programme that reflects what the child needs to learn and the EYFS. Children need and deserve a varied and high quality play and leisure programme in which they can learn and thrive.
- To be responsible for and to support staff to protect children from harm. The Manager is responsible for reporting any concern about a child's welfare or safety in accordance with Challengers Safeguarding Policy and Procedures and local authority procedures for protecting children from harm

- To be a Special Educational Needs Co-Ordinator (SENCO)- This includes completing paperwork for children who have been identified as having SEN, referrals to professionals, funding applications and working alongside a range of professionals.

Staff

- To be a role model to all staff and to provide ongoing support and encouragement to the staff team in an appropriate manner
- To inform Service Manager and HR of any complex staff issues
- Identify and prioritise training needs of staff and to liaise with Service Manager and Training Lead to deliver appropriate training to staff including inductions
- To be responsible for a rota that ensures an appropriate number of staff in line with budget and statutory guidelines from the EYFS with regards to ratios and qualifications of staff
- Monitoring staff hours including sickness and holiday. Ensuring that staff are completing the expected hours of their contracts.
- Communicate regular updates with the staff team through morning briefings, end of day debriefs, team meetings and supervisions

Health and Safety

- Be responsible for the day to day maintenance and security of the building. Reporting any concerns to the appropriate person within the organisation.
- Be responsible for supporting the staff teams to comply with the Health and Safety at Work Act (2018)
- Conduct and oversee the use of checklists related to day-to-day inspections and maintenance for toys, equipment and building.
- To be a key holder and be an emergency contact for the alarm system
- To support staff teams to maintain a clean, tidy, secure site and environment – treating all buildings, structures, toys and equipment used by children with respect and care.

Management and Administration

- To assist the Service Manager and Administration Team to maintain records of attendance, income, expenditure (including petty cash) and general correspondence
- To complete the Surrey Funding portal and funding forms at the start of each term and make any adjustments as and when required when children change their hours.
- To represent Challengers at meetings with external agencies as appropriate.
- When necessary ordering and sourcing equipment that is 'fit for purpose' and within the budgets agreed with the Service Manager.
- To deliver the pre school in accordance with Challengers systems, policies and procedures. And to participate in and contribute to the development of Challengers schemes and systems.

This is not an exhausted list-no job can be fully defined in one neat list. We will be looking for your flexibility to carry out other duties as may be responsibly required by your line manager to meet the changing needs of the department

PERSON SPECIFICATION

Experience & Skills:

ESSENTIAL

- A minimum of 2 years experience of working within the early years sector
- Experience of managership in an Early Years environment.
- Able to demonstrate the skills necessary to motivate, encourage, organise, lead and supervise the staff team in a professional manner in an informal working environment
- Familiarity of the reporting and tracking required of and/or to facilitate the EYFS
- To deliver the pre school in accordance with Challengers systems, policies and procedures. And to participate in and contribute to the development of Challengers services and systems.
- The ability to prioritise tasks, apply common sense and good judgement.
- 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

DESIRABLE

- A Paediatric First Aid qualification is desirable (Training will be provided through Challengers if not already holding certificate)
- Surrey SENCO training
- Early Years Teacher/ QTS qualification desirable

QUALIFICATIONS

- NNEB/ NVQ Level 3 qualification in Childcare and Education (or equivalent qualification) or above