

ABBERLEY PRESCHOOL

Job Vacancy

Abberley Preschool is seeking applications for the role of Manager.

Essential Criteria: Minimum Level 3 Qualification in Early Years (Full and relevant)
Minimum of 1 Years' experience in Management.

Desirable Criteria: Passion for Outdoor learning.

All applications will be subject to our safer recruitment policy, references, and DBS checks.

Hours of work: Minimum 35hrs per week, term time only.

Pay scale: to be discussed

Application process: Covering letter and completed application form to be submitted to Adrian Parrott (Preschool Committee Chair) at the email address below by June 5th 2022

Email address for applications: chair@abberleypreschool.co.uk

Job Description - Preschool Manager

Abberley Preschool, Abberley Village Hall, Abberley, Worcester, WR6 6AY

Abberley Preschool is a small, friendly, parent-managed, community based organisation. We enjoy all the facilities of a modern village hall including a purpose built outside play area.

Job title: Preschool Manager
Responsible to: Chair of Preschool Committee

Purpose of Post

- 1) The day to day management of the Setting, including staff management, marketing and administration;
- 2) To oversee a successful, high quality childcare provision, ensuring that standards are met and children receive excellent quality care and education;
- 3) Supervision of and support to the other personnel within the Setting therefore implementing high standards of quality practices;
- 4) To be the designated Safeguarding lead for the setting.
- 5) To be the Ofsted Nominated Person for Abberley Preschool.

Main Duties

Key Areas

- 1) Staff Management, Team Building and Development;
- 2) Business Development, Marketing and effective business administration;
- 3) High Standards of Safeguarding, Care and Education of the Children;

Staff Management, Team Building and Development

- 1) To recruit, induct, supervise and appraise all Setting staff as appropriate, and in accordance with Setting policies, procedures and standards;
- 2) To ensure that all staff working in the Setting on any basis are carefully referenced and DBS checked prior to commencing employment;
- 3) To update and maintain Setting policies and procedures ensuring that documents are easily accessible;
- 4) To co-ordinate/chair termly staff meetings as appropriate, including preparation of agendas, training and planning sessions, with minutes;
- 5) To manage staffing levels within the Setting to comply with required ratios;
- 6) To maintain an accurate and effective personnel management system, ensuring all necessary paperwork is securely retained on each staff member and that such files are kept up to date;
- 7) Maintaining staff awareness of key practices within the Setting, e.g. health and safety, food hygiene, administering of first aid, fire drill procedures, in accordance with the code of practice.
- 8) To keep all staff CPD up to date and relevant.

Business Development and Effective Business Administration

- 1) To actively promote the Setting to ensure that vacant places are filled, and its services are marketed and advertised as necessary to ensure the Setting runs to its full capacity;
- 2) Being responsible for the petty cash and to delegate the day-to-day management of this to an appropriate member of staff
- 3) Being responsible for all administrative duties associated with the management of the facility, e.g. child registration, keeping personnel records up to date, creation/maintenance of relevant records;
- 4) To manage the development and implementation of systems to monitor and record child development;
- 5) To promote the high standards of the Setting at all times to parents/carers, staff and visitors

High Standards of Care and Education of the Children

- 1) To ensure staff comply at all times to the Setting's policies, procedures and standards including health and safety, hygiene, inclusion and confidentiality;

- 2) Liaise with parent/carers and staff to help ensure that the particular needs of children are met and that parental choice is considered in terms of care given;
- 3) To ensure that a high standard of quality care and education is provided at all times;
- 4) To lead a team of professional workers and to ensure good practice at all times;
- 5) To manage the quality of resources within the Setting, including maintenance of materials and equipment;
- 6) Establishing and maintaining effective communication links with the Local Authority and other professional bodies associated with the Setting
- 7) To take responsibility for drawing up long term, medium term and sessional curriculum plans which ensure that each child is working towards desirable learning outcomes. This task may be delegated to a member of staff at the Supervisor Level.
- 8) Liaise with key workers and setting SENCO to ensure that the setting is fully meeting the needs of all children and that we are fully inclusive.

18th May 2022