

## JOB SPECIFICATION

<b>Job Title:</b>	Pre-School Manager
<b>Employer</b>	Waterton Pre-Schools
<b>Reporting to:</b>	Pre-School Executive Headteacher
<b>Grade:</b>	7 (Pending review)
<b>Workplace:</b>	Cherry Blossoms Pre-School

<b>Purpose of the Post:</b>	<p>To lead and manage a Pre-School provision in line with the EYFS framework at the highest standard which enables all children to develop to their full potential.</p> <p>The post-holder has responsibility to initiate, develop, implement and manage working practice and systems for:</p> <ul style="list-style-type: none"> <li>• Delivery of EYFS curriculum and assessment</li> <li>• Staffing</li> <li>• Day to day administration</li> <li>• Learning environment and resources</li> <li>• Safeguarding and health and safety including being the named Designated Safeguarding Leader (DSL)</li> </ul>
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<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Promote high standards at all times ensuring compliance in all areas, following our policies and procedures in the best interests of children</li> <li>• Supervise all staff in their duties ensuring that effective recruitment and induction, training and development, appraisal and good conduct is in place</li> <li>• Participate in self-evaluation and planning for continual improvement</li> <li>• Co-ordination of new admissions and transition of children into school/s</li> <li>• Quality assure teaching and learning in relation to children’s progress including maintaining appropriate systems to record, report and monitor their development</li> <li>• Oversee planning, ensuring appropriate resources are available to enable all children to engage with all learning opportunities</li> <li>• Organise and undertake staff supervision meetings</li> <li>• Chair team meetings with staff ensuring an agenda and minutes are available</li> <li>• Liaise with parents/carers, local authority, outside agencies and professional bodies as required</li> </ul>
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	<ul style="list-style-type: none"> <li>• Oversee the efficient upkeep and security of the building / grounds and maintenance of equipment, furniture and fittings</li> <li>• Work with our administrator to ensure collection, recording and banking of fees, administration of invoices and petty cash are managed appropriately</li> <li>• Promote and lead on a calendar of events, including parents' evenings</li> <li>• Share information passed on by parents / school staff with colleagues as required to maintain high standards of safety and care</li> </ul>
<b>Expectations of All Employees</b>	<ul style="list-style-type: none"> <li>• Full working knowledge and compliance with policies and procedures relating to child protection, health, safety and security, confidentiality, HR and data protection, reporting all concerns to an appropriate person</li> <li>• Be aware of and support difference and ensure equal opportunities for all</li> <li>• Working knowledge of the Early Years Education sector</li> <li>• Contribute to the overall ethos/work/aims of the Pre-Schools organisation, Academy Trust and member academies</li> <li>• Appreciate and support the role of other professionals</li> <li>• Attend and participate in relevant meetings as required</li> <li>• Participate in training and other learning activities and performance development as required</li> </ul>
<b>Additional Information:</b>	The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.
<b>Responsibilities for Resources:</b>	<p><b>Employees (Supervision):</b></p> <p>Deputy Manager, Key-Workers and Play Leaders</p> <p><b>Financial:</b></p> <p>Assigned responsibility for day to day management of budget including petty cash, assets, resources and confidential information</p> <p><b>Physical:</b></p> <p>Operational responsibility for physical resources, procurement and deployment of resources</p>
<b>Customers and Clients:</b>	<p>The post holder works closely with children and work involves some direct impact on the wellbeing of children through undertaking tasks or duties related to the post.</p> <p>Regular interaction with parents and school staff.</p>
<b>Working Conditions:</b>	<p>Office and setting based.</p> <p>The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour.</p>



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	<p>The post may involve contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder.</p> <p>The nature of the post may involve periodic requirements for considerable effort, e.g. lifting or carrying of children and resources.</p>
<b>Characteristics of the post:</b>	<p>The ability to occasionally attend meetings out of hours as required by the Executive Headteacher.</p> <p>Employees are encouraged to participate in training activities in order to enhance their own personal development.</p> <p>All employees have a responsibility for promoting and safeguarding the welfare of children and young people.</p> <p>The employment checks are required:</p> <p>Evidence of entitlement to work in the U.K.</p> <p>Evidence of essential qualifications – see page 1 of this job specification</p> <p>Two satisfactory references</p> <p>Confirmation of medical fitness for employment</p> <p>Registration with appropriate bodies (where applicable)</p> <p>The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:</p> <p>Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.</p>