**Job Description: Pre- School Manager**

**Job title:** Pre-School Manager

**Responsible for:** All Pre-school pupils

**Accountable to**: Head Teacher, Boddington Primary Academy & Boddington Governing Body – Part of Evolve Church Academy Trust

**Job Purpose:** To provide safe, high quality education and care for children in Pre-School

To fulfil legal and statutory requirements

To contribute to and to implement school and trust policies

To ensure that all statutory, legal and setting obligations are followed and met.

**Safeguarding requirement:** Boddington Pre-school is committed to safeguarding and promoting the welfare of children and their families. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

**Main duties:**

1. To take responsibility for drawing up long-term, medium-term and sessional curriculum plans which take into account the requirements of the Early Years Foundation Stage (EYFS), and to monitor the effectiveness of the setting’s curriculum; this may include working with external professionals.

2. To ensure the weekly planning of activities and events is shared on a weekly basis by all staff, led & facilitated by the manager

3. To be responsible for providing a high quality of education and learning, ensuring that staff are properly deployed, and to offer appropriate stimulation and support to the children attending the setting.

4. To be responsible for maintaining registers, staffing ratios, organising staff rotas, pupil records in communication with CFO of the Trust, including staff absence, sickness and annual leave.

5. To have an appropriate action plan in place which enables the setting to achieve and maintain a minimum good Ofsted rating at the next inspection.

6. To take responsibility for ensuring that performance management systems are in place and followed e.g. induction, probation, supervision, team meetings, appraisals and objective setting, in liaison with the EYFS leader.

7. To ensure that pre-school staff are appropriately supported to carry out their role effectively, including any activities involving SEND

8. To organise and be responsible for key person groups and share with families

9. To be responsible for implementing Boddington’s system of observation and record keeping so that children’s progress and achievements are effectively and regularly assessed and to monitor the effectiveness of the assessment procedures

10. To effectively supervise staff on a daily basis; to be responsible for monitoring the quality of teaching; to participate in staff appraisals and to identify in-service training needs including the manager

11. To ensure that the welfare and safety of children is promoted within the setting and that any child protection concerns are always acted upon appropriately and immediately.

12. To be responsible for Health & Safety in Pre-School including writing risk assessments and making daily checks

13. Administer first aid when required and maintain appropriate records of first aid are kept and shared with families

14. To ensure records are properly maintained and updated, e.g. the daily attendance register, accident and incident records, toileting etc

15. To work with the Early Years Leader & Head Teacher/SLT in all aspects of the overall running of the Pre-school.

16. To continue a good working relationship between Boddington Pre-School & Boddington Primary Academy.

17. To liaise closely with parents/carers, informing them about the setting and its curriculum, exchanging information about children’s progress and encouraging parents’ involvement.

18. To ensure that Boddington Pre-School is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills are regularly practised.

19. To liaise with Peterborough Diocese, The Local Authority, Ofsted services and other professionals as necessary and ensure that all legal and statutory requirements are implemented, and to provide reports as required.

20. To implement any recommendations made following regulatory inspections.

21. To contribute to and to implement all early years’ policies and procedures, e.g. register and signing out procedures, child protection, health and safety, confidentiality, food safety, setting hygiene, safeguarding & child protection, whistleblowing, storage & administration of medicines… (see staff handbook of policies)

22. To monitor the pre-school budget in liaison with the Head Teacher & Central Finance Team and to ensure that any systems for income collection or invoicing are followed.

23. To organise and maintain all resources, equipment and consumables to a high standard, including ordering equipment and maintaining consumable stock levels using school systems.

24. To attend any conferences, training events or meetings deemed necessary for CPD and to keep up to-date with current good practice.

25. To ensure that accurate and up-to-date record keeping systems are in place e.g. children’s records of progress and any behavioural and development reports, any safeguarding issues, health and safety issues, notes taken at staff supervision meetings, details of targets set and of any performance concerns discussed.

26. To undertake any other reasonable duties as directed by the in accordance with the setting’s business plan/objectives.

**This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the Head Teacher. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.**

**All candidates are expected to satisfy the requirements of a full DBS check before commencing employment**

**Signed: Head Teacher**

**Signed: Pre-School Manager**