



# Avon Small Saints Preschool

## Preschool Manager Job description

### GENERAL RESPONSIBILITIES:

- ◆ **To be responsible for the efficient day-to-day running of the pre-school and overall delivery of a high-quality service**
- ◆ To ensure that the pre-school provides a safe, caring, stimulating educational environment, both indoors and outdoors, at every session
- ◆ To ensure that the pre-school plans an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress
- ◆ To ensure the pre-school plans appropriately for children under 5
- ◆ To ensure the pre-school meets Ofsted requirements at all times
- ◆ To manage, supervise and support the pre-school staff
- ◆ To liaise with the Childcare, Education and Quality Manager
- ◆ To work with other professionals in the local area for the benefit of children and families
- ◆ To ensure all staff understand and work to the pre-school policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
- ◆ Working alongside the Business Manager.

### MAIN DUTIES:

- ◆ To provide EYFS Pre-school management of Avon Small Saints Pre-school and ensure that legal requirements and quality standards are met at all times.
- ◆ To ensure the whole staff team understand and work to the EYFS and Alliance Policies and Procedures at all times.
- ◆ To plan, with staff colleagues, an appropriate play-based curriculum which is based on children's current interests and stages of development and which allows children opportunities for learning and development in all key areas of learning both indoors and outdoors.
- ◆ To ensure the pre-school operates the key person system and that regular observations are carried out on all children and their progress recorded and shared with parents, both formally and informally.
- ◆ To head the Pre-School staff team and convene regular staff meetings
- ◆ To ensure a daily register is taken at the beginning and end of each session and appropriate paperwork is kept during each session, to include accident books, medication records, risk assessments etc.
- ◆ To ensure that children are properly supervised at all times both indoors and outdoors and that appropriate adult child ratios are maintained at all times.
- ◆ To ensure all health, hygiene and safety issues are addressed.
- ◆ To communicate with parents in a positive, sensitive and constructive manner, encouraging parental involvement in the sessions.
- ◆ To work in partnership with a range of professionals in the Children's Centre area.
- ◆ To monitor expendable materials and equipment generally and ensure that orders are placed in a timely manner.
- ◆ To ensure a qualified first aider is available at every session and that the contents of the first aid box are regularly checked and replenished as necessary.
- ◆ To provide on-going supervision and an annual appraisal for the Pre-school staff team.
- ◆ To ensure that the pre-school implements its Equal Opportunities policy and is welcoming to children and families from all cultures, family groups and circumstances and with or without special needs.



- ◆ To actively challenge discrimination of all kinds and ensure that staff and volunteers within the pre-school do the same.
- ◆ To continually evaluate and reflect on your own practice. To keep up-to-date with the latest ideas and developments in the early years field through attending early years meetings and training courses and reading relevant publications. To encourage and support staff members and volunteers in doing the same.
- ◆ To attend regular supervision meetings and work closely with the Childcare, Education and Quality Manager.
- ◆ Manage and supervise online observations of staff

*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 Pre-School.*