

**Sandcastles Preschool Manager
Job Description**

Job Title:	Preschool Manager
Reports to:	Sandcastles committee
Hourly rate:	£ 10.27
Job Purpose:	To ensure the effective day-to-day operation of the pre-school in accordance with OFSTED requirement, guidelines and policies and procedures in operation. To ensure the emotional, educational and physical well being of the children entrusted to the care of the Pre-school. To manage preschool staff and feedback to the preschool committee.

Main Tasks and Responsibilities	
1	To have knowledge of and ensure that the regulations of the Children Act 1989 and OFSTED regulations are adhered to
2	To ensure compliance with Health and Safety at Work Act 1974 and maintenance of equipment and stock
3	To have knowledge and understanding of equal opportunities and anti-discriminatory practice and maintain confidentiality at all times
4	To ensure that the nursery is clean and tidy throughout periods of operation.
5	To plan, develop and supervise suitable programmes of activities to cater for each child's individual needs and to have knowledge of Early Years Foundation Stage framework.
6	To assist with the preparation of meals for young children, to supervise children at meal time and toileting times
7	To report immediately to the Pre-school committee if you suspect a child is suffering from abuse
8	To positively promote parental partnership and liaise with parents/carers on a daily basis regarding their child's development and behaviour
9	To attend regular staff meetings and positively contribute to the future development of the Preschool.
10	To keep appropriate records on individual children.
11.	To Plan, develop and supervise suitable programmes of activities to cater for children's educational, social, emotional, recreational and welfare needs to ensure the child's welfare as an individual and as a member of the group is paramount at all times.
12.	To develop, monitor and evaluate policies and procedures that assist in the effective running of the preschool, to promote sound practices for staff and other organisations. To attend regular staff meetings and positively contribute to the future development of the preschool. To coordinate and lead regular team meetings.
13.	To have a thorough knowledge of the foundation Stage Curriculum, plan and implement relevant activities. To keep and oversee appropriate records on individual to plan for individual progress.

14.	To carry out appraisals of staff, to undertake follow up reviews and to monitor progress of new staff members on probation. To support in the recruitment and selection of new staff members.
15.	To lead and take responsibility in: Senco, Equal opportunities, Foundation Stage and First aid. To undertake any other similar duties of this level as required by the Preschool committee..
16.	Arrange cover in staff members absence

General Responsibilities	
1	To carry out responsibilities, commensurate with your position, as defined within the following committee policies and procedures: <ul style="list-style-type: none"> • Equal Opportunities • Health, Safety & Welfare • Child Protection • Data Protection • Safeguarding • Risk Management
2	To undertake any other similar duties of this level as required by the Preschool committee.

Our Ways of Working at Sandcastles Preschool	
Open and Informative	Communicate the right information, to the right audience, at the right time, in the appropriate manner.
Respectful and Fair	To be fair, tolerant, supportive, offer impartial advice and listen to others, regardless of their background.
Creative and Positive	Provide creative and positive solutions and seek new ways to improve the working and learning environment.
Collaborative and Inclusive	Promote a collaborative and inclusive culture where leadership, teamship and fellowship are fully integrated, acting as a role model and demonstrating a high degree of commitment, belief and pride in the Preschool's vision.
Consistent and Responsible	Proactively take responsibility to deliver an outstanding service. Actively seek to support others.

Job Title	Preschool Manager	Location	Sandcastles Preschool, Bacton Primary School, Walcott Road, Bacton, Norfolk NR12 0EY
Reports to	Preschool Manager/ Preschool Committee		

Criteria	How Assessed? Application (A) Interview (I) Task (T)
Qualifications / Education / Training	

1. A relevant Childcare Qualification	A
2. A First Aid Certificate relevant to Childcare	A
3. Level 2 literacy and numeracy qualifications or willing to undertake and achieve within 2 years	A
4. Basic Food Handling Certificate	A
Experience	
1. Experience of working as part of a team in a childcare setting	AI
2. Experience of working with children under the age of 5 years	AI
3. Experience of working within the Early Years Foundation Stage	AI
4. Experience of planning, developing and supervising suitable programmes of activities that cater for individual needs.	AI
5. Experience of managing staff	AI
Skills, Knowledge and Level of Competency	
1. The ability to use systems and technology to effectively and efficiently undertake the role	AI
2. Solutions provider, focused on outcomes and able to work on own initiative	AI
3. Commitment to and promotion of safeguarding the welfare of children, young people and vulnerable adults and an understanding of the safeguarding practices applicable to working within a Preschool.	AI
4. Able to demonstrate knowledge of current child protection procedures	AI
5. Able to demonstrate knowledge of the Early Years Foundation Stage	AI
6. Able to demonstrate the ability to handle sensitive confidential information	AI
7. An awareness of the understanding of equal opportunity and anti-discriminatory practices	AI
8. Ability to complete paperwork relevant to the position appropriately eg observations, reports and forms	AI
Personal Qualities	
1. A team worker with an adaptable and flexible approach to work	AI
2. Creative, imaginative and entrepreneurial thinker	AI
3. Persistent and resilient approach to work	AI

4. Enjoys working collaboratively and seeking collaborative opportunities	AI
5. Continuously improving and commitment to own personal and professional development	AI