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| **Job Description** | Logo  Description automatically generated |
| **Job Title:** | Pre-School Manager |
| **Responsible To:** | Chair and Executives of the Pre-School management committee |
| **Location:**  | Willow Room, Bagshot Infant School, School Lane, Bagshot, Surrey, GU19 5BP |
| **Hours per week:** | Full time |
| **Salary:**  | Negotiable  |
| **Purpose:**  | To provide safe, high quality education and care for pre-school children; to fulfil legal and statutory requirements; to supervise staff on a day-to-day basis; to contribute and implement pre-school policies. |

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| **Main Duties** |
| * To be responsible for providing a high quality of teaching, ensuring that staff are properly deployed and offer appropriate stimulation and support to the children.
* To draw up and supervise the daily programme of pre-school activities and events.
* To be responsible for implementing systems of observation and record keeping so that the children’s attainment and progress are effectively and regularly assessed; to monitor the effectiveness of assessment procedures.
* To organise the keyworker system and to effectively supervise staff on a daily basis; to be responsible for monitoring the quality of teaching; to conduct staff appraisals and to identify in-service training needs.
* To ensure records are properly maintained, e.g. daily attendance register, accident and incident book.
* To liaise closely with parents/carers, informing them about the ethos and values of the Pre-School, exchanging information about children’s progress and encouraging parents’ involvement.
* To ensure that the 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 practiced.
* To liaise with the management committee, Infant School staff, OFSTED services and other professionals as necessary and ensure that all legal and statutory requirements are implemented; to provide reports as required.
* To contribute to and implement all Pre-School policies and procedures, especially those on safeguarding and confidentiality.
* To attend in-service training and meetings as required.
* To undertake any other reasonable duties as directed by the Chair of the management committee in accordance with the Pre-School’s business plan/objectives.

**This job description is not an exhaustive list of duties and the post holder will be required to undertake other reasonable duties as discussed and directed by the line manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.**  |
| **Person Specification** |
| *Essential Criteria** 3 years’ experience of working in a Pre-School setting
* CACHE Level III Diploma in Pre-School Practice, NVQ Level III or equivalent
* Sound understanding of child development, and of children’s needs
* Ability to work with parents and to encourage their involvement
* Ability to lead a team of adults
* Commitment to equal opportunities and understanding of religious and cultural diversity
* Ability to write clear reports
* Health clearance for the role
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| **Additional Information** |
| *This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.* |
| **Declaration**  |
| I acknowledge receipt of this job description and understand and accept the duties associated with it.Signed…………………………………….. |