

JOB DESCRIPTION



Position:
Preschool Manager

Reporting to:
Trustees of the management committee

Possible job share with a minimum 3 days a week 8.15 – 15.30/16.00 - term time only plus additional hours (to be discussed on application)

Bi-monthly evening committee meeting. Occasional out of hours.

Main Responsibilities:

- To provide effective leadership and manage the day to day activities of the setting and manage other staff within the preschool nursery.
- To ensure that the preschool nursery is a safe environment for children, staff and others.
- To oversee and work with the Deputy in delivering and ensure a high standard of learning, development and care for the preschool children (aged 2-5 years)
- To maintain good lines of communication between the trustees, staff and parent carers
- To be the named person for Safeguarding Children (Designated Safeguarding Lead) and adhere to the Safeguarding Children Policy

Main Activities:

- Overall day to day management responsibility for the preschool.
- To be responsible for the efficient running of the preschool and overall delivery of a high-quality service.
- To ensure the preschool provides a safe, caring, stimulating educational environment (indoors & outdoors).
- To manage, supervise and support the preschool staff, lead staff meetings. Ensure staff rota meets ratios, plus DBS checks are in place, and to take the lead on the recruitment process alongside the trustees.
- To ensure the preschool meets Ofsted requirements, or other statutory and legal requirements, always.
- To maintain all records required by Ofsted and Hertfordshire County Council.
- To work with the Deputy to ensure that the preschool plans an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.
- To implement and regularly review the preschool policies and procedures, in partnership with staff and trustees. To ensure all staff understand and work to these; including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints, emergencies etc.
- To work with other professionals in the local area for the benefit of children and families, as well as transitions between settings. To attend meetings with other providers, schools, or council briefings, and report back.

 Blues Preschool, Cox's Gardens, Bishop's Stortford, CM23 3GX

 01279 755 422

 manager@bluespreschool.co.uk

 www.bluespreschool.co.uk

Registered Charitable Incorporation No. 1156613

- To work with the Deputy to organise the key person system (and participate if necessary) and ensure children's progress is assessed and recorded.
- To regularly monitor and evaluate the quality of the preschool service.
- To conduct staff inductions, appraisals and supervisions as appropriate and to identify staff training and development needs.
- To work with the trustees to operate an open-door policy and promote a staff well-being programme.
- To work with the Administrator and Finance to ensure supplies are in place, and support managing budgets, and working to a minimum, break-even position.
- To liaise closely with parents/carers, informing them about the preschool and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- To adhere to confidentiality regarding personal information relating to children, their families and staff.
- To actively support and encourage fundraising activities organised by the committee.
- To undertake any other reasonable duties as directed, in accordance with the preschool aims and objectives.

Blues preschool & nursery is a fun and nurturing setting where children learn through play and a stimulating and varied programme of activities that delivers the Early Years Foundation Stage curriculum.

Blues Preschool is registered and inspected by Ofsted. It is a registered Charitable Incorporated Organisation (CIO) run by Trustees who work with the manager, staff team and volunteers.

What we can offer you

- A friendly and supportive team.
- Opportunities for professional development and training.
- Flexible working.
- Competitive rates of pay.
- A brand new setting with new resources.

The successful candidate will require a full DBS check and undergo reference checks.

Closing date for all applications is
Friday 28th February 2025

Please request an application form, full job description and person specification by emailing admin@bluespreschool.co.uk or by calling 01279 755 422

Successful applicants will then be invited for interview.

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