



Role Description

Role Title: Pre-School Manager

Responsible to: Chair of the Management Committee

Responsible for: Pre-School Deputy Manager and Pre School Practitioners

Purpose of the role:

To ensure that practice across the Pre-School is shaped to follow the four overarching principles as set out in the EYFS.

- Every child is a **unique child**, who is constantly learning and can be resilient, capable, confident, and self-assured.
- Children learn to be strong and independent through **positive relationships**.
- Children learn and develop well in **enabling environments with teaching and support from adults**, who respond to their individual interests and needs and help them to build their learning over time. Children benefit from a strong partnership between practitioners and parents/carers.
- The importance of **learning and development**. Children develop and learn at different rates. The EYFS covers the education and care of all children in early years provision.

Role Summary

To be responsible for the execution of, adherence to, and imparting to staff and others the mission of Potten End Pre-School.

- To ensure that the Pre-School and it's staff are always working in line with the relevant EYFS statutory framework, to advance children's development.
- To observe, supervise, support and motivate staff team.
- To plan for the future of the Pre-School in conjunction with the Management Committee.
- To support, liaise and communicate with current and incoming parents, as necessary.
- To recruit staff (in partnership with the Management Committee) and fully induct them.
- To be a Designated Safeguarding Lead, and have SEN knowledge and experience.
- To be a setting Health and Safety Representative and oversee the health, safety and education of children in the Pre-School.
- To promote the Pre-School to maintain optimum attendance levels.
- To manage all activity in the Pre-School in a manner compliant with its rules and policies.

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