



## Pre School Childcare Manager

To take responsibility for the management of staff and resources. To take responsibility and ensure that all legal and statutory requirements are fulfilled, and the provision is compliant

<b>Grade:</b>	8 (15-18)
<b>Hours:</b>	All year round
<b>Responsible To:</b>	Headteacher , School Senior Leads such as the EYFS Lead
<b>Key Relationships/ Liaison with:</b>	SENCO / EYFS Lead
<b>Occupational Standards:</b>	Statutory Guidance for the Early years Foundation Stage Early Years Foundation Stage Nutrition Guidance

### Main duties and responsibilities

#### Children's Care

- Understand, effectively apply and implement within the provision the application of Trust policies and procedures related to the post especially those that relate to safeguarding and child protection.
- Ensure compliance under the Children's Act.
- Liaison with parents / carers to ensure that children are welcomed and supported in a culturally appropriate way.

#### Children's Learning

- Plan and implement a multi-cultural play curriculum to stimulate children's interest in learning.
- Monitor the quality of learning.
- Assess and record children's development and learning across the seven Prime and Specific areas as detailed in Development Matters.
- Report to parents.
- Plan an engaging and responsive curriculum which meets Ofsted's requirements, and that works towards children achieving the Early Learning Goals.

#### Management of staff

- Ensure that staff are effectively recruited, inducted, supported, and supervised to maximise children's learning.
- Ensure that staff are properly deployed to offer appropriate stimulation and support to children.
- Direct the work and activity of the staff to ensure progress from all groups.
- Participate in the appraisal, training and professional development of staff with particular reference to the Statutory Guidance, Development Matters, the OFSTED framework, and Discovery performance management procedures.
- Prepare staff for Ofsted Inspection.

#### Management, Organisation and Administration

- Taking operational responsibility for the management of all care of the pre-school children age 3- 5 years.
- Ensure the Children's act and Ofsted requirements are complied with including action plan formulation and monitoring.
- Assist in the formulation and monitoring of policies and procedures for the provision.

- Ensure that the Health and Safety policies, Safeguarding and Child Protection policies and other Discovery relevant policies are complied with; and that a register, accident book and other appropriate procedures and records are kept and maintained.
- Monitoring the quality of the learning in the provision.
- Liaise with external agencies when directed including attending all relevant meetings.
- Ensure that equipment and resources are fit for purpose and developed as resources allow.
- Participating in appropriate professional staff development and training.
- Taking responsibility for the day-to-day organisation and running of the provision.
- Advise the Headteacher on matters to ensure that the welfare and developmental needs of the children are being met.
- Liaison with senior leaders as appropriate and produce reports when requested.
- Be the DSL (Designated Safeguarding Lead) and ensure the safeguarding duty is met for the provision when a pre-school operates outside of school hours.
- Be responsible for the administration of Free Entitlement hours for eligible children, meeting Local Authority requirements.
- At times when pre-school numbers are reduced, colleagues may be asked to support the holiday camp in their school, allowing for flexibility while continuing to provide high-quality experiences for children.

### **SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply:**

- The nature of the work may involve the post holder carrying out work outside of normal working hours.
- The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- Expenses will be paid in accordance with the Local Conditions of Service.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10<sup>th</sup> September 2012. Therefore **a DBS enhanced check is an essential requirement.**

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Discovery is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**



## Person Specification

**Job Title:** Pre School Childcare Manager Person Spec

**Grade:** 8 (15 – 18)

	Essential	Desirable	How assessed
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Level 3 to 6 EYFS Qualification i.e. EYE/EYPS/QTS or relevant degree.</li> <li>Level 2 qualifications in maths/numeracy and English/literacy.</li> </ul>	<p>✓</p> <p>✓</p>		App/Doc
<b>Experience</b> <ul style="list-style-type: none"> <li>Minimum of 2 years' experience of working with under-fives in a formal setting, working within the Nursery Education and meeting the requirements relating to Ofsted.</li> <li>Experience of leading activities with individuals, groups and whole classes to support children's development</li> <li>Experience of managing a budget and resources</li> <li>Ability to write reports</li> <li>Ability to lead a team of adults</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>	<p>App/Int/Ref</p> <p>App/Int/Ref</p> <p>App/Int/Ref</p> <p>App/Int/Ref</p>
<b>Knowledge</b> <ul style="list-style-type: none"> <li>Knowledge of and the ability to apply child protection and health and safety procedures</li> <li>Knowledge and understanding of children's development 0-5years.</li> <li>Knowledge of current legislation affecting care and education of under fives</li> <li>Knowledge of planning an appropriate curriculum to promote the desirable outcomes/ Early Learning Goals</li> <li>Knowledge of assessment procedures and record keeping, such as CPOMS, Tapestry and EY Profile.</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>App/Int/Ref</p> <p>App/Int/Ref</p> <p>App/Int</p>
<b>Skills/Attributes</b> <ul style="list-style-type: none"> <li>Effective communication and interpersonal skills</li> <li>Skills to relate well to staff, parents, governors and pupils and to be assertive when necessary.</li> <li>Empathy with children and young people</li> <li>Ability to work effectively as part of a team</li> <li>Excellent organisational skills – ability to complete tasks to deadlines personally or through delegation to colleagues</li> <li>Ability to maintain accurate records</li> <li>Ability to deal with others in an assertive manner when necessary</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>App/Int</p> <p>Int/Ref</p> <p>Int/Ref</p> <p>Int/Ref</p>
<b>General Circumstances</b>			



# DISCOVERY

	Essential	Desirable	How assessed
<ul style="list-style-type: none"><li>Evidence of regular attendance at work</li></ul>	✓		Ref
<ul style="list-style-type: none"><li>An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.</li></ul>	✓		App/Int
<ul style="list-style-type: none"><li>Willingness to undertake training.</li></ul>	✓		App/Int
<b>Factors not already covered</b> <ul style="list-style-type: none"><li>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.</li></ul>	✓		Med

**App = Application Form**

**Test = Test**

**Int = Interview**

**Pre = Presentation**

**Med = Medical Questionnaire**

**Doc = Documentary Evidence (E.g., Certificates)**