



Widecombe Preschool Manager Job

Widecombe preschool is a rural based pack away preschool with a strong focus on child lead and outdoor learning, safeguarding and welfare.

A fantastic term-time opportunity has arisen for a highly motivated, experienced manager with strong leadership skills to manage and develop our setting. The role provides an excellent opportunity for someone to make their mark.

We are looking for a manager with experience and fresh ideas to develop and grow our preschool, making best use of the setting including our gardens and surrounding rural landscape, maximising outdoor education.

Hours

Preschool Sessions – Tuesday 9.15am-3pm, Wednesday 9.15am-12.45pm, Friday 9.15am-3pm

Managers are employed for Preschool session time and an additional 2 hours per week. i.e. a full week during term time will be 17hours.

Salary

Dependant on experience.

Job Description

As part of your role you will:

- Effectively lead the team, managing staff on a daily basis, regularly meeting, discussing and communicating coherently and carrying out appraisals
- Promote a safeguarding and welfare effectively ensuring that regulations and committee expectations are met
- Be responsible for providing high quality of teaching, experiences and opportunity for the children via daily activities and learning, with opportunity to adapt to the direction of the children's curiosity.
- Implement all areas of the Development Matters throughout sessions, using all available opportunities to immerse children in key vocabulary and knowledge and understanding.
- Regularly communicate and work alongside the committee, parents and other relevant authorities. Report regular progress updates to parents and maintain appropriate records.
- Ensure that the children are prepared for school and have regular communication with the local primary school
- Implement the Preschool policies appropriately, regularly reviewing and updating policies with staff and committee
- Manage an action plan to enable an OFSTED Good or above

Main duties

Staff Management, Team Building and Development

1. To ensure all staff and volunteers are fully aware of all procedures including the Safeguarding and Child protection policies and procedures, including the 'whistle-blowing', allegations management policy and process;
2. To update and maintain Setting policies and procedures, ensuring that documents are easily accessible;
5. To co-ordinate/ chair regular staff meetings as appropriate, including preparation of agendas, training and planning session, with minutes and feed back to committee
6. To manage staffing levels within the setting to comply with required ratios including planning and organisation of staffing schedules;
7. To manage parent rota/ volunteer staff, ensuring they are properly inducted, supported and trained within the Setting.
8. To maintain an accurate and effective personnel management system, insuring all necessary paperwork is securely retained on each staff member, and that such files are kept up to date;
9. To actively promote and facilitate relevant staff training and development opportunities;
10. To oversee the supervision and training of student placements within the setting;
11. Maintaining staff awareness of key practices within the setting, eg. safeguarding awareness, health and safety, food hygiene, paediatric first aid, fire drill procedures, in accordance with the code of practice;
12. To carry out regular staff appraisals and follow up with appropriate action.

Administration

1. Working alongside the committee to actively promote the Setting to ensure that vacant places are filled, and its services are marketed and advertised as necessary to ensure the setting runs to its full capacity.
2. Be aware of and act in accordance with current legislation, policy and procedures;
3. To accurately submit Headcount information to Devon County Council as required, assist the Treasurer with the administration of funding and fee collection and supervise the petty cash records.
4. Being responsible for all administrative duties associated with the management of the facility; e.g. child registration, creation/ maintenance of relevant records, ordering equipment, maintaining an inventory, keeping personnel records up to date;
5. To manage the development and implementation of systems to monitor and record child development;

6. To promote the aims and objectives of the Setting;
7. To promote the high standards of the Setting at all times to parents/carers, staff and visitors;
8. To liaise with Deputy Manager in showing parents/carers around the Setting facilities and sending out information;
9. To ensure that the setting complies with regulations and that staff receive appropriate training and guidance. (Including GDPR)
10. To undertake any other reasonable duties as directed by the committee in accordance with the setting's objectives.

High Standards of Care and Education of the Children;

1. To ensure that Widecombe Preschool is a safe environment for children, staff and others and to ensure staff comply at all times to the Setting's policies, procedures and standards. To ensure that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills are regularly practised.
2. To lead the planning of safe, creative and appropriate opportunities according to children's needs and interests to fulfil the requirements of the EYFS.
3. Liaise with parents/carers, other family members and staff to help ensure that the particular needs of children are met and that parental choice is considered in terms of care given;
4. To implement the objectives and policy of the Setting;
5. To ensure that a high standard of quality care and education is provided at all times;
6. To lead a team of professional workers and to ensure good practice at all times;
7. To manage the quality of resources within the Setting, including maintenance of material and equipment;
8. Establishing and maintaining effective communications links with the Local Authority and other professional bodies associated with the Setting;
9. To actively promote and support the safeguarding of children and young people in the workplace, ensuring that all staff and volunteers observe Setting policies and procedures to keep children safe from harm;

Other

1. Working in partnership with parents/carers and other family members;
2. Overseeing the efficient upkeep of the building, furnishings and fittings and report any problems to the Church House Management committee or the Preschool committee as appropriate;

3. To attend out of working hours activities e.g staff meetings, Christmas fair etc.
4. Co-ordinating with appropriate agencies regarding student/trainee placements and supervising accordingly;
5. To liaise with outside agencies as required;
6. To ensure the efficient upkeep of the building and maintenance/stock of equipment, furnishings and fittings, to be supported by appropriate policies for stock checking and assessing the safety of equipment and resources within the Setting;

| Area | Essential | Desirable |
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| Skills, aptitude, knowledge and experience | <ul style="list-style-type: none"> • Considerable, proven experience of working within an early years and childcare setting • Experience of working with Development Matters and other relevant learning programmes/strategies • Proven ability to take key decisions independently • Understanding and recognition of the principles of equality and diversity • Knowledge of child development and learning processes with reference to particular barriers to learning • Experience of working as part of a team • Experience of working with other agencies and professionals • Ability to plan effective learning and care programmes • Ability to lead the effective planning of learning • Ability to work independently using own initiative • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults including other professionals/carers/parents • Ability to set, demonstrate and promote good practice in line with the this of the Setting, both indoors and outdoors, • Ability to manage multiple tasks, whilst ensuring children, colleagues, parents and carers are respected and listening to. • Consistent approach with children and | <ul style="list-style-type: none"> • Experience of supervising placements • Plan and lead the maintenance and upkeep of resources in the setting • Ability to ensure the learning and care environment is accessible for all children and parents • contributing towards individual education plans • Knowledge and understanding of the type of external support that is available to support children's development and how to access these services • ability to action plan and respond to local and national initiatives. • Ability to set ethos and vision for the setting and ensure all personnel adhere to it |

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| | <p>parents</p> <ul style="list-style-type: none"> • Experience of having kept written records of children's achievements including observations and appropriately actioning this within child development and planning. • Ability to embrace developing technologies and their place in the learning environment • Ability to effectively use IT to support learning or to undertake training to do so • Ability to interact with children and support their involvement in physical activities and outdoor play | |
| Personal Qualities | <ul style="list-style-type: none"> • Ability to promote and market the service to the wider community • Excellent written and verbal communication skills, with colleagues, parents, carers and children • Good organisational, record keeping, planning skills • Enthusiasm for learning and working with children • Able to maintain confidentiality at all times • Reflective approach and commitment to personal development • Able to provide consistently high levels of quality care and education opportunities to all children • Caring, friendly, approachable, open, inclusive, welcoming, and personable | <ul style="list-style-type: none"> • Flexibility - occasionally working hours might be changed, e.g. if the setting hosts a Parent's Evening |
| Qualifications | <ul style="list-style-type: none"> • Completion of full and relevant early years and childcare qualification at Level 3 or above e.g. Level 3 Diploma for the Children and Young People's Workforce, NVQ Level 3 in Children's Care, Learning and Development • Willingness to participate in other development and training opportunities • Working knowledge of Development Matters • Completion of relevant safeguarding course. | <ul style="list-style-type: none"> • Completion of Group 3 Inter-Agency Safeguarding course or the Group 3 Children Protection Refresher course within last 3 years - (for Safeguarding Designated Officer role.) • Completion of Safeguarding Awareness course (Group 2) within last 3 years - (where not holding Safeguarding Designated Officer role.) • Knowledge of relevant policies/codes of practice and awareness of relevant legislation • Requirements to participate in training/ development as and when identified by committee as essential for performance of the post. |

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| | | <ul style="list-style-type: none">• Understanding of principles of child development and learning processes and in particular barriers to learning• Knowledge and/or experience of other forms of communicating with children, e.g. Makaton |
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This post requires a DBS check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.

Application forms should be sent to Rose Underhill, Chair of Preschool.

Tel: 01647 221202

Email: chairwidecombepreschool@hotmail.co.uk

Please do not send applications to the preschool.