



Isleham Preschool

3a Malting Lane Isleham Ely Cambs CB7 5RZ

JOB DESCRIPTION: ISLEHAM PRESCHOOL MANAGER

Job Title: Manager

Responsible to: Chair of the Committee

Responsible for: Day to day running of the nursery and all staff to report to the Manager.

Purpose of the job: To provide safe, high quality education and care for early years children. To fulfil legal and statutory requirements for children and premises. To lead and manage staff on a day-to-day basis. To contribute to and to implement early years policies. To ensure that all statutory, legal and setting obligations are followed and met.

Working hours: Full time Mon-Fri 08:00-15:45 plus planning time.

Safeguarding requirement: Isleham Preschool is committed to safeguarding and promoting the welfare of children. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

Main duties:

- 1) To take responsibility for drawing up long-term and sessional curriculum plans which consider the requirements of the Early Years Foundation Stage (EYFS), and to monitor the effectiveness of the setting's curriculum; this may include working with external professionals.
- 2) To be responsible for providing a high quality of education and learning, ensuring that staff are properly deployed, and to offer appropriate stimulation and support to the children attending the setting.
- 3) To have an appropriate action plan in place which enables the setting to achieve and maintain a minimum good Ofsted rating at the next inspection.
- 4) To take responsibility for ensuring that performance management systems are in place and followed e.g. induction, probation, supervision, team meetings, appraisals and objective setting.
- 5) To ensure that staff are appropriately supported to carry out their role effectively, including the Early Years SENCO.
- 6) To draw up and to supervise the daily program of activities and events, with members of staff.
- 7) To be responsible for implementing systems of observation and record keeping so that children's progress and achievements are effectively and regularly assessed; to monitor the effectiveness of assessment procedures.
- 8) To ensure that the welfare and safety of children is promoted within the setting and that any child protection concerns are always acted upon appropriately and immediately.



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- 9) To organise the key person system and to effectively supervise staff daily; to be responsible for monitoring the quality of teaching; to participate in staff appraisals and to identify in-service training needs.
- 10) To ensure records are properly maintained and updated, e.g. the daily attendance register, accident and incident records.
- 11) To liaise closely with parents/carers, informing them about the setting and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- 12) To ensure that Isleham Preschool 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 drill are regularly practiced.
- 13) To liaise with the Committee Chair, Ofsted services and other professionals as necessary and ensure that all legal and statutory requirements are implemented, and to provide reports as required.
- 14) To implement any recommendations made following regulatory inspections.
- 15) To contribute to and to implement all early year's policies and procedures, e.g. register and signing out procedures, child protection, health and safety, confidentiality, food safety, setting hygiene.
- 16) To ensure that children attending the setting receive a balanced and healthy diet.
- 17) To attend any conferences, training events or meetings, as identified by the Committee Chair and to keep up-to-date with current good practice.
- 18) To ensure that accurate and up-to-date record keeping systems are in place e.g. children's records of progress and any behavioral and development reports, any safeguarding issues, health and safety issues, notes taken at staff supervision meetings, details of targets set and of any performance concerns discussed.
- 19) To undertake any other reasonable duties as directed by the Committee Chair in accordance with the settings' business plan/objectives

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the Committee Chair. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.