A logo for a preschool

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**Broadlands Preschool Centre**

**Burrows Field, Moorend Grove**

**Leckhampton, Cheltenham.**

**GL53 0EJ**

**Tel 01242 256354**

**Preschool Manager**

**Job Description**

To provide leadership and vision to the Pre-School, ensuring high quality management of the setting, including staff management, marketing, and administration.

You will oversee and provide a successful, safe, high quality childcare provision, ensuring that statutory standards are met, and that children receive excellent quality care and education that meets their individual needs.

You will supervise and support the staff in the setting ensuring they can implement high standards of quality practices.

**Key Areas**

* Staff Management and Development.
* Business Development, Marketing, and effective business administration.
* Ensuring High Standards of Care and Education of the Children

**Main Duties**

**Staff Management and Development**

1. To recruit, induct, supervise, and appraise all staff as appropriate, and in accordance with setting policies, procedures, and standards.

2. To ensure all staff and volunteers are fully aware of the Safeguarding and Child Protection policies and procedures, including the ‘whistleblowing’, and ‘allegations management policy’ and process.

3. To ensure that all staff working in the setting are carefully referenced and DBS checked prior to commencing employment in conjunction with the committee.

4. To update and maintain the setting policies and procedures as needed, ensuring that documents are easily accessible to all.

5. To coordinate and chair regular staff meetings as appropriate with the support of the deputy manager.

6. To manage staffing levels within the setting to comply with required ratios, including planning and organisation of staffing schedules and staff paperwork requirements.

7. To maintain an accurate and effective personnel management system, ensuring all necessary paperwork is securely retained on each staff member, and that such files are kept up to date.

8. To actively promote and facilitate relevant staff training and development opportunities.

9. To oversee the supervision and training of student placements within the setting.

10. Maintaining staff awareness of key practices within the setting, e.g., health and safety, food hygiene, administering of first aid, fire drill procedures, key person responsibilities in accordance with policies and procedures.

**Business Development, Marketing, and effective business administration**

1. To actively promote the setting to ensure that vacant places are filled, spaces 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, local policy, and procedures.

3. Being responsible for all administrative duties associated with the management of the facility, e.g., child registration, creation and maintenance of relevant records and keeping personnel records up to date. Check and respond to emails, telephone correspondence and post.

4. Arrange and distribute termly invoices, book training and order resources.

5. To manage the development and implementation of Tapestry and relevant paperwork to monitor and record child development.

6. To clearly communicate and promote the values, 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 show parents/carers around the setting and send out registration and admission information.

**High Standards of Care and Education of the Children**

1. To ensure staff comply, at all times, to the setting’s policies, procedures and standards including health and safety, health and hygiene, inclusion, confidentiality, etc.

2. Liaise with parents/carers, other family members and staff to help ensure that the individual needs of the children are met, and that parental choice is considered in terms of care given.

3. To plan and implement appropriate objectives and policy for the setting.

4. To ensure that a high standard of quality care and education is always provided.

5. To lead a team of professional practitioners to always ensure good practice and to participate in play work delivery as and when necessary to ensure ratios are up held.

6. To manage the quality of resources within the setting, including maintenance of materials and equipment.

7. Establishing and maintaining effective communications links with the Local Authority and other professional bodies associated with the setting.

8. To act as the settings DSL and actively promote and support the safeguarding of children and young people, ensuring that all staff and volunteers observe setting policies and procedures to keep children safe from harm.

9. To act as the settings SENDCo ensuring all relevant paperwork is completed, TAC meetings are organised and attended, liaise with outside agencies, and keep parents up to date with individual children’s plans, targets, and development along the graduated pathway.

10. To work closely with local schools to ensure transition from preschool to school is as smooth as possible for the children. To support practitioners in completing transition paperwork and developing transition planning for children especially those who may be vulnerable or have SEND.

11. Engage in continued preparation for OFSTED inspections.

**Other**

1. Working in partnership with parents/carers and other family members.

2. Working in partnership with the committee ensuring they are up to date with the day to day running of the preschool.

3. Taking part in regular meetings with the committee providing reports and information where necessary to aid in decision making.

4. Providing a report and taking part in the AGM.

5. To liaise with outside agencies as required.

6. To ensure the efficient upkeep of the building and maintenance/stock of equipment, to be supported by appropriate policies for stock checking and assessing the safety of equipment and resources within the setting.

7. Manage the Health and Safety aspects of the premises inc. PAT testing, fire safety evacuation exercises and checks, boiler servicing etc.

This job description works alongside those of all other personnel. The manager’s responsibility is to ensure that the staff team are working to their full potential.

**This job description is not an exhaustive list of duties, and the post holder may be** **required to undertake other reasonable duties discussed and directed by the line** **manager. The post holder is also expected to be flexible and adaptable in their** **approach to fulfilling their duties.**

**Safer Recruitment**

Broadlands Preschool Centre is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the policies and procedures to continuously promote a culture of safeguarding across the whole setting.

Part of this commitment to keeping children safe requires us to follow a rigorous selection process to discourage and screen out unsuitable applicants.

*Disclosure*

Broadlands Preschool Centre requires all employees to undertake an enhanced DBS check. You are required before appointment to disclose any unspent convictions, cautions, reprimands, or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment, this will depend upon the nature of the offence(s) and when they occurred.