



Job Description

Job title: **Preschool Manager**

Responsible for: - Leading the Preschool management team to provide safe, high-quality education and care for early years children.

St Mary's Preschool has a good reputation in the local community and its team is well regarded by the Bedford Borough Early Years service, which has often used St Mary's as a showcase of good practice. The Preschool benefits from supportive oversight from the Church Council's Preschool Committee, which meets regularly to support the management team. Members of the committee take a close interest in the Preschool and are in weekly contact for support and advice.

In recent years members of the Preschool team have pioneered a successful approach to learning through outdoor play in the Preschool's spacious grounds. We are committed to encouraging staff to pursue their own professional development, and to fostering a collaborative approach.

On appointment and following a thorough induction process it is expected the Manager will work with the two deputy managers to allocate responsibility for the following management tasks.

Management Responsibilities

1. To plan and monitor daily preschool activities, taking into account the requirements of the Early Years Foundation Stage (EYFS) and OFSTED expectations.
2. To provide high quality of education and learning, ensuring staff are properly deployed, offering appropriate stimulation and support to Preschool children.
3. To supervise staff, ensuring that staff are appropriately supported to carry out their role effectively, and ensuring that appropriate staff management processes including regular appraisals and training are in place.
4. To ensure that children's progress and achievements are effectively observed and recorded.
5. To ensure that the welfare and safety of children is paramount within the setting.

St Marys Preschool (St Marys Wootton Parochial Church Council)
Telephone 01234 768391 (Enquiries & Applications) 767158 (Preschool)
St Mary's Church Hall, St Mary's Road, Wootton, Bedford, MK43 9HB
Email: stmarys5@hotmail.co.uk
<https://www.stmaryswoottonpreschool.co.uk>

6. To ensure records are properly maintained and updated, and all necessary preschool policies are in place, regularly reviewed, and consistently implemented.
7. To work with St Mary's PCC Preschool Management Committee in all aspects of the overall running of the preschool, maintaining a good working relationship between the preschool and church.
8. To maintain good relationships and communication with parents/carers, keeping them informed about the setting and its activities, and the progress of their children.
9. To liaise with the local authority, Ofsted and other professionals as necessary, to ensure that all legal and statutory requirements are met and to provide reports as required.
10. To manage the pre-school budget and funds, alongside the Preschool administrator including collection of fees and liaison with the PCC Treasurer where required.
11. To promote good practice across the setting and engage in Continual Professional Development.
12. To promote and market the setting to prospective parents and in the local community, maintaining good relationships with local primary and other schools.

Safeguarding requirement: St Mary's Preschool is committed to safeguarding and promoting the welfare of children and their families. 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.

Terms of Employment

Will include:

- *Term time, 30 hours per week*
- *Monday-Friday (except Monday afternoon)*
- *Paid holidays*
- *Workplace pension*
- *Rate of pay: on application*
- *Place of work: St Mary's Preschool, St Mary's Road, Wootton, Bedford MK43 9HB*
- *Employer: St Mary's Parochial Church Council*

Person Specification

Desirable criteria:

1. A passion to see young children flourish in a stimulating learning environment.
2. Leadership skills, with at least four years working in an Early Years care and education setting, including at least two years' proven supervisory / management experience

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3. Qualifications: Minimum Level 3 Early Years' education and childcare qualification or equivalent; GCSEs including Maths & English
4. Sound understanding of child development, and of children's needs.
5. Ability to plan and implement a varied preschool activity programme.
6. Up to date knowledge of current legislation and guidance relevant to the early years.
7. Ability to work with parents and families to encourage their involvement.
8. A commitment to continuously promoting a culture of safeguarding.
9. Commitment to equal opportunities and an understanding of equality and diversity issues.

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.