

## JOB DESCRIPTION:

# EARLY YEARS MANAGER



## About Us

At St. Mary's Pre-School, Horsham we offer a fun, stimulating, safe and spacious environment for children aged from two and three months to five years old.

Children benefit from the experience and commitment of our highly-qualified staff, our excellent range of resources and, perhaps most of all, from the friendly, caring atmosphere. Open 37 weeks of the year, our opening times reflect the traditional school day.

At St. Mary's Pre-School, we believe in learning through play – and these are not just glib words. Our work centres around playing. This might be individual play, group play, adult-initiated, child-initiated, messy or quiet, but it is always recognised for what it is: the business of exploring the world on the child's own terms. This vital aspect of early education is increasingly recognised throughout the UK as the rock upon which successful later learning stands.

We take great pleasure in giving children as wide a range of play opportunities as possible. We encourage children to build on their natural curiosity and, as a team, we carefully identify each child's needs, interests, style of learning and developing skills.

Christian worship is an integral part of our ethos and we encourage children to learn about Christianity in a variety of ways, from exploring Bible stories with puppets to taking part in Harvest Festival and other celebrations throughout the year. We also give children the

opportunity to learn about other faiths and cultures – for example by making Diwali lamps or finding out about traditional Chinese New Year celebrations.

We also run forest school sessions and were the first early years provider to be awarded National Accreditation for our forest school provisions.

The Pre-School was founded by St Mary's Church Horsham and the Parochial Church Council has delegated responsibility for the day to day running of, and agreeing the policy and strategy of the Pre-School, to a Governance Panel.

## Job Summary

St Mary's Pre-School are looking for an Early Years Manager who will oversee the provision of Quality education, whilst ensuring all statutory, legal and setting obligations are followed and met. In addition to this, the successful candidate will lead and manage staff on a day-to-day basis, contribute to and implement early years policies.

We are looking for a candidate who shares our Christian faith and will lead and inspire the Christian ethos within the setting.

## Responsibilities & Duties

1. To take responsibility for drawing up long-term, medium-term and sessional curriculum plans which take into account 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 care, education and learning, ensuring that staff are properly deployed, and that they offer appropriate stimulation and support to the children attending the setting, through continuous provision and planned activities.
3. To have an appropriate action plan in place which enables the setting to continue to improve 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, monitoring the quality of the teaching and identifying in-service training needs; also to ensure that staff are appropriately supported to carry out their role effectively, including the Early Years SENCO.

5. To be responsible for implementing our system of observation and record keeping so that children's progress and development are effectively and regularly assessed and support put in place.
6. 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; to ensure all staff are aware of child protection procedures and confident in taking action where required.
7. To ensure that St. Mary's Pre-School 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 drills are regularly practised, ensuring records are properly maintained and updated, e.g. the daily attendance register, accident and incident records, and contributing to and implementing all early years policies and procedures, e.g. child protection, health and safety, confidentiality, food safety, setting hygiene.
8. To work with the St. Mary's Pre-School Governance Panel in all aspects of the overall running of the pre-school; to continue a good working relationship between St. Mary's Pre-School and St. Mary's Church and to use the overall aims of the Church for the pre-school in the planning.
9. To liaise closely with parents/carers, informing them about the setting and its curriculum, exchanging information about children's progress and encouraging parents' involvement; to ensure the setting is an environment where the whole family is cared for, parenting courses are provided or promoted and parents are signposted and supported in getting any help they need.
10. To liaise with the local authority, Ofsted services and other professionals as necessary and ensure that all legal and statutory requirements are implemented, and to provide reports as required; to implement any recommendations made following regulatory inspections.
11. To oversee the pre-school finances and allocation of places and sessions.
12. To attend any conferences, training events or meetings deemed necessary for CPD and to keep up-to-date with current good practice.
13. To work a minimum of 3 sessions a week as part of the pre-school team looking after the children, preferably one morning, one afternoon and one forest school.

*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 Governance Panel. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.*

# Qualifications & Skills

## **Essential criteria:**

1. At least two years' proven supervisory / management experience working in an early years care and education setting or at least two years' other suitable experience.
2. Level 3 early years' education and childcare qualification or equivalent, preferably with a commitment to obtaining a level 4/5 qualification.
3. Ability to comply with the requirements placed on the setting by the EYFS and a commitment to continuously promoting a culture of safeguarding.
4. Ability to plan and implement a pre-school curriculum, taking into account the SEN Code of Practice, child protection procedures and equal opportunities considerations.
5. Ability to work with parents and families to encourage their involvement.
6. Ability to effectively market the setting to maximise occupancy levels and fee income, and maintain the pre-schools financial stability.
7. Ability to effectively lead and manage a team of adults, including conducting performance management processes e.g. induction, supervision meetings, appraisals and setting objectives.
8. Ability to write clear reports.

## **Desirable criteria:**

1. Level 4 or above early years education and childcare qualification or degree.
2. Up to date training in relevant certificates (First Aid, Safeguarding, SENCO)
3. Sound understanding of child development, and of children's needs.
4. Demonstrable and detailed knowledge of current legislation relevant to the early years.
5. Understanding of the Prevent Duty in the Counter-Terrorism and Security Act 2015, as it relates to early years settings.

*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.*

# Safeguarding Requirement

St. Mary's Pre-School 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.

# Salary & Benefits

The salary for this role is realistic and competitive and is part of a package with a range of benefits including a generous annual leave allowance, contributory pension scheme and free life insurance.

There is also the potential for this role to be a job share.

## For further information and how to apply

Contact	Email
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