

Setting name.....

JOB DESCRIPTION	
JOB REFERENCE	
JOB TITLE	Manager/Supervisor /Pre-school Leader
SALARY SCALE	
LINE MANAGER	Owner/Proprietor/Voluntary Committee
BUDGET RESPONSIBILITY	
CRB LEVEL	Enhanced

JOB PROFILE	
MAIN PURPOSE OF JOB	<ul style="list-style-type: none"> Responsible for providing a high quality child care provision within the statutory framework, EYFS and other relevant legislative guidance
POSITION IN ORGANISATION	<ul style="list-style-type: none"> Manager/supervisor
SCOPE OF JOB	<ul style="list-style-type: none"> To provide high quality care and education for all children who attend. Supervise staff on a day to day basis. Oversee the planning and preparation for activities throughout the setting and the ongoing assessment of children's progress. To keep all records that fulfil requirements as laid out in the Early Years Foundation Stage and all other administrative duties associated with management of the childcare provision. To work with parents and outside agencies to provide a safe caring and stimulating learning environment for all children.

<p>DIMENSIONS & LIMITS OF AUTHORITY</p>	<ul style="list-style-type: none"> • The supervision and support of all staff • Ensuring the delivery of a wide variety of play opportunities for all children in a safe and caring environment. • Providing high quality education and care for the children in partnership with parents/carers • Carrying out day to day administration, record keeping, ordering and purchasing materials and equipment. • Responsible for the day to day cash transactions and financial processes • Working within an agreed budget • Administering first aid as appropriate • Encouraging proactive parental involvement and support to the provision • Initiating close liaison with parents, schools and other childcare and play related agencies • Attending meetings as appropriate • Carrying out all responsibilities and activities within an Equal Opportunities framework • Arranging and undertaking staff training as required • Working within agreed policies • Delivering all legal requirements under EYFS • Ensuring a safe working environment for staff, volunteers, visitors and service users. • Ensure there is a suitably qualified person responsible for safeguarding children.
<p>QUALIFICATIONS/TRAINING</p>	<ul style="list-style-type: none"> • NVQ Level 3 in appropriate childcare or similar qualification desirable to be graduate leader or working towards. • A current paediatric first aid certificate • Food hygiene certificate • Safeguarding children minimum level 2
<p>EXPERIENCE</p>	<ul style="list-style-type: none"> • Two years post qualifying experience in a senior position • Experience of working with children aged 0-5 years • Experience of administration including budget management

DUTIES & KEY RESPONSIBILITIES	
<p>To provide high quality care and education for all children who attend</p>	<ul style="list-style-type: none"> • To offer each day a wide variety of stimulating activities to support the learning and development of the children as laid out in the EYFS • Helping to provide a childcare service in line with EYFS and Every Child Matters outcomes. • Working within agreed policies and procedures.
<p>To supervise staff on a day to day basis</p>	<ul style="list-style-type: none"> • To arrange and chair staff, curriculum planning and evaluation meetings as required by the manager or members of staff. • To attend management committee/owner meetings to give managers report as appropriate • To supervise and support all personnel within the setting including induction, appraisals, individual supervision, recruitment, training and development and discipline.
<p>To work with parents and outside agencies to provide a caring environment for the children</p>	<ul style="list-style-type: none"> • Encouraging parental involvement and support. • Liaising with parents, schools and other childcare and play related agencies. • Attending meetings as appropriate.
<p>To maintain accurate, up to date records that fulfil all legal requirements as laid out in the Early Years Foundation Stage and all other administrative duties associated with the management of the childcare provision.</p>	<ul style="list-style-type: none"> • To ensure that staff observe children's development and keep records that help them meet each child's needs • To ensure that staff maintain and are aware of all records and documentation required by the Childcare Act 2006 as outlined in the Early Years Foundation Stage • To carry out accurate administrative duties within the setting in line with agreed policy and procedure
<p>Insurance</p>	<ul style="list-style-type: none"> • To display insurance certificate • To keep an up to date inventory of resources
<p>Confidentiality</p>	<ul style="list-style-type: none"> • To be maintained at all times unless covered by safeguarding children responsibilities • The manager is to ensure staff respect confidentiality at all times, both to other members of staff and families • Information will be shared with parental/carer consent as and when appropriate.
<p>Training</p>	<ul style="list-style-type: none"> • To plan, book training to ensure that staff remain up to date with the latest developments in the child care sector • Ensure the cascading of training information to all other staff. • To ensure all staff receive a minimum of 4 days training per year, as prescribed in Early Years Education Entitlement requirements • To ensure that all staff receive regular, relevant training to meet their own personal development needs and the needs of the business.

Marketing	<ul style="list-style-type: none"> • To market and advertise the child care provision as necessary to ensure the provision remains sustainable • To work with the committee and staff team to develop an ongoing marketing plan.
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PERSON SPECIFICATION

<p>ESSENTIAL</p>	<ul style="list-style-type: none"> • NVQ Level 3 in appropriate childcare or similar qualification, • Two years post qualifying experience within a senior position • An understanding of good quality childcare • A commitment to equal opportunities and parent partnership • Ability to communicate at all levels • Experience of working with children aged 0-5 years • Experience of working with children with SEN • Good understanding of the EYFS • Good understanding of the ECM outcomes • Good understanding of safeguarding children with training to a minimum of level 2 • Ability to meet children's individual needs • Ability to use judgement and common sense • Ability to lead a team and work as part of a team • Good understanding of child development and how to apply it in practice • Ability to work on own initiative • Ability to take on responsible role • Current paediatric first aid certificate • Willingness to undertake on-going training • Satisfactory enhanced CRB check and successful suitable persons interview • ISA registration (from July 2010) • Commitment to integrated multi agency working • Full and valid driving licence and access to a vehicle, or access to transport that will allow fulfilment of post
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DESIRABLE	<ul style="list-style-type: none">• A current Food Hygiene certificate• Ability to produce regular project reports• Basic food hygiene• Some experience of administration including budget management.• Experience of working with a multi agency team• Knowledge of current legislation• Undertaking level 4 qualification with desire to increase to foundation degree level by 2015
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SAMPLE