

Oldfield Pre-School

OLDFIELD



PRE-SCHOOL

Registered Charity No. 1018094

MANAGER JOB ROLE PROFILE: Main Duties to include (but not limited to):

Education and Curriculum: ensure that all children have access to stimulating play experiences with a knowledge and regard to the EYFS framework; observing, supporting and extending these; staff and skill deployment to enable the best outcomes for both the children and the setting as a whole.

Team & Leadership: be accountable for performance management, including supporting staff in carrying out their roles; developing their skill set, working alongside the Deputy to supervise staff, identify and provide training as appropriate; support staff wellbeing; lead staff meetings.

Operations, Finance and Administration: be accountable for all aspects of Operations, Finance and Administration including Data Protection, admissions, payroll, invoicing parents, meeting the requirements of the contract with Cheshire West and Chester Council, claiming Government funding, budget management, liaising with the Treasurer, and devising pathways for revenue and income generation. This area is supported by the Administrator.

Observation and Assessment: be responsible for systems of observation and record keeping; liaising with Ofsted and other professionals as necessary to ensure that all statutory requirements are met.

Policies, Procedures and Safeguarding: to ensure the welfare and safety of staff and children within the setting at all times and the proper records are maintained; review and update policies annually for approval by the Committee; to ensure compliance in all areas. This area is supported by the Administrator.

Communicating with parents/carers, the wider community & key partners: to liaise with families and other professionals where appropriate, providing and exchanging information and feedback; allocating keyworkers to all children; organise and oversee Pre-School events (as required); updating and maintaining Tapestry.

SENDCo: Accountable for supporting the settings' designated SENDCo; to regularly review the SEND policy and practices, support practitioners in implementing strategies for individuals; ensure record keeping is maintained and used to guide informed decision making; liaising with other professionals as well as parents/carers; understand local authority support for SEND, including 'local offer' support and services.

SoCCo: Accountable and responsible for safeguarding: to regularly review the Safeguarding policy and practices. Identify any safeguarding issues or actions needed; support practitioners in reporting or implementing actions; ensure record keeping is maintained and used to guide informed decision making; liaising with other professionals as well as parents/carers.

Additional duties: Setting up and packing away; assisting children with all care needs; carrying out on-going cleaning alongside the other staff members; developing opportunities to further our existing offering; working to increase Pre-School recognition and revenue; to undertake any other reasonable duties as directed by the committee & trustees in accordance with the Pre-School's objectives. Attending committee meetings to ensure all matters concerning the setting are reported to the committee/trustees for consideration and governance.

Please note, if you are successful in being shortlisted for this role, background checks, DBS & References, including online searches will be completed. This is in line with Keeping Children Safe in Education policies.

Oldfield Pre-School, The Mobile Classroom, c/o Oldfield Primary School, Green Lane, Vicars Cross, Chester CH3 5LB

Email: administrator@oldfieldpreschool.org
Registered Charity Number: 1018094

Phone: 01244 317056
Ofsted Registration No 305229