



Job Description: Pre-School Manager

Title:	Pre-School Manager
Accountability:	The post-holder will be responsible to the Stepping Stones Committee and Chair.
Responsibility:	The manager will be responsible for the management of all the staff in the setting and the welfare and education of the children attending Stepping Stones.
Location:	Long Ditton Cricket Club, Betts Way, Long Ditton. KT6 5HT
Sector:	Charity registered group/PVI
Hours:	Monday to Friday (35 – 40 hours per week) Term-time only
Contract Type:	Permanent
Salary:	Dependent on experience & qualifications

Purpose of the job:

The manager will take full responsibility for the day-to-day running of Stepping Stones, including the management of staff and premises, the welfare, learning and development of children, and liaison with parents, in accordance with the statutory requirements of the Early Years Foundation Stage Statutory Framework.

The logo for Stepping Stones Pre-School features the text "Stepping Stones Pre-School" in a bold, black, sans-serif font. The word "Stepping" is on the first line, "Stones" is on the second line, and "Pre-School" is on the third line. The text is decorated with colorful, curved lines and shapes: a blue arc above "Stepping", a pink arc above "Stones", and a green arc above "Pre-School". There are also solid colored circles (blue, pink, green) and a stylized orange sunburst icon to the right of the text.

Stepping Stones Pre-School

Main Duties:

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| <ul style="list-style-type: none">● Take overall responsibility for all aspects of the operation of Stepping Stones, including the management of staff and the safety, security, education and wellbeing of all children in line with the written policies of Stepping Stones, Ofsted registration and all statutory legislation. |
| <ul style="list-style-type: none">● Take responsibility for ensuring policies and procedures are in place to meet the welfare requirements of the EYFS Statutory Framework. To ensure these policies are maintained and reviewed. |
| <ul style="list-style-type: none">● Oversee the planning of appropriate experiences for children of all ages in line with the Stepping Stones policy on teaching and learning to meet the learning and development requirements of the EYFS Statutory Framework. |
| <ul style="list-style-type: none">● Oversee the organisation and implementation of the key person system. |
| <ul style="list-style-type: none">● Monitor the implementation of the Stepping Stones Childcare policy on planning, assessment, recording and reporting in line with the requirements of the EYFS Statutory Framework. |
| <ul style="list-style-type: none">● Manage the use of the space within the building and outdoors to ensure all children have access to an appropriate range of opportunities and experiences. |
| <ul style="list-style-type: none">● Manage communication with parents, addressing any concerns, informing them of their children's progress, and encouraging them to become involved in their children's learning. |
| <ul style="list-style-type: none">● Take responsibility for all matters relating to special educational needs and child protection, in line with the policies of Stepping Stones. |
| <ul style="list-style-type: none">● Implement the Stepping Stones childcare performance management policy including a planned cycle of staff observation. |
| <ul style="list-style-type: none">● Greater involvement in the financial management of the pre-school. |
| <ul style="list-style-type: none">● To effectively manage the occupancy levels of Stepping Stones, in conjunction with the management of the waiting list and offering of childcare places. |

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Stepping Stones Pre-School

- The effective promotion and marketing of Stepping Stones to maintain occupancy.
- Oversee the organisation of a programme of staff training to meet identified training needs and ensure all trainees receive appropriate mentoring, coaching and training.
- Develop professional working relationships with all relevant authorities including the Early Years' Service and Local authority.
- Take responsibility for personal professional development, including the participation in any necessary training.
- To maintain health and safety and fire regulations.
- To co-ordinate and implement fund raising opportunities for Stepping Stones. This is to be co-ordinated by the Stepping Stones Committee.

You will need to be:

You will need to be someone who is passionate about all aspects of childcare and education, and able to bring new ideas to the role. You will need to have a caring and dynamic approach, as well as, an ability to lead and motivate a range of staff.

Qualifications and other required skills:

EYPS or EYTS, NNEB, CACHE level 3, NVQ level 3 or equivalent and will need to have knowledge of OFSTED regulations, excellent knowledge of the EYFS, excellent organisational skills with the ability to work to targets, very good communication skills, strong people management skills and knowledge and understanding of equal opportunities and SEND

Previous relevant supervisory/management experience is essential.

Stepping Stones is committed to ensuring everyone in our organisation is responsible for Safeguarding and promoting the welfare of children. All successful candidates will be required to undertake an enhanced DBS disclosure.