

JOB DESCRIPTION

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Job Title	Pre School Manager		
Reports to	<i>Chair of Management Committee</i>	Location	<i>Chandler's Ford Methodist Church</i>
District/Circuit/Church	<i>Southampton/WER / Chandler's Ford</i>	Salary	£14- £15 per hour depending on qualifications and experience

Job Purpose and Objectives	
<p><i>To be the named manager of this Pre-school run by and based within a Church setting.</i></p> <p><i>To plan and deliver effective daily management in accordance with relevant legislation and OFSTED requirements, ensuring that provision is of the highest quality meeting all the children's educational and developmental needs.</i></p> <p><i>To take responsibility for the management of all staff.</i></p> <p><i>To liaise closely with parents encouraging high levels of involvement.</i></p> <p><i>To complete all mandatory paperwork.</i></p>	

Responsible to:	
	The Lay Employee will be employed by the Managing trustees of CFMC and will be line managed by the chair of the Management Group
Responsible for:	
	Staff management and development. Leading and motivating a team with a shared pride and direction.

Main Responsibilities

- Ensure the planning organisation and delivery of a quality education provision that meets:
- (a) the requirements of the EYFS Curriculum and Ofsted framework, monitoring and evaluating the curriculum and identifying any areas for development
- (b) the needs of all the children attending the setting, with particular regard to those with diverse characteristics.
- Liaise with the committee chair on HR issues and staff recruitment ensuring that all recruitment complies with employment legislation and OFSTED requirements and that accurate and up to date records of DBS status for all staff are maintained.
- Maintain accurate and up to date personnel records for all staff.
- Ensure that all new staff receive a formal induction and are monitored and supported during their probationary period.
- Identify staff training and development needs and plan that these can be met.
- Plan, manage and implement the performance management process with staff.
- Establish and maintain effective working relations.

- Take responsibility for Financial matter, ,in liaison with the Church treasurer, including budgeting, keeping accounts, payroll and collection of fees.
- Maintain personal contact with parents through parents' evenings and open events.
- Develop a good collaborative relationship with local schools.
- Develop positive working relationships and strong communications with the church leaders and officers and encourage active interest within the whole church community in the life of the pre school.
- Be alert to and address any safeguarding issues, liaising with the CFMC safeguarding officer as necessary.
- Take responsibility for all health and safety issues, liaising with the church property team.
- Ensure all information is used in line with the requirements of Data Protection legislation.
- Ensure that your personal knowledge and training in relevant areas is maintained at an appropriate level.

This list of duties is not exhaustive, and the post holder may be expected at the request of their line manager to undertake other related duties that are within their competencies and level of responsibility, in order to meet the needs of the role and the church.

Terms and Conditions

- Terms of appointment: *Permanent*
- The salary/rate of pay will be: *£ 14 - £15 per hour, depending on qualifications and experience.*
- Normal working pattern: *Flexible 22 hours a week with a normal pattern of 8.30-13.00 Monday-Friday 38 weeks a year. 5.6 weeks paid holiday per annum pro rata. This includes Bank holidays. Holidays must be taken out of term time.*
- There is a contributory pension scheme to which eligible lay employees will be auto-enrolled. Lay employees who do not meet the auto-enrolment criteria are eligible to join the scheme subject to certain provisions.
- Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure and OFSTED approval.
- Appointment will be subject to satisfactory references and medical checks.
- Appointment will be subject to the satisfactory completion of up to [six](#)-month probationary period.

Management

The Manager will have a Line Manager whose responsibilities will be to:

- Monitor and evaluate progress with the Manager on a regular basis (meetings will take place monthly during the probationary period and termly thereafter).
- Carry out performance management and agree a development plan.