

Job title: Manager

Reporting to: Chair of Management Committee

Responsible for: Assistant Manager(s), Preschool Supervisors (all levels), Playworkers (all levels), Boddler and Lunch and Breakfast Club Co-ordinators



## Duties and Responsibilities

### A. Programmes and Activity Planning

- To provide a safe and friendly environment for all children
- To plan and prepare exciting play opportunities that meet the children's developmental needs and stimulates their learning
- To ensure that individual play plans for key children are devised and implemented
- To establish and maintain positive relationships with children and their parents/carers
- To ensure that children's development is observed and assessed and accurate records of their achievement are kept in line with EYFS requirements.
- To ensure the setting operates within Ofsted, Children's Act and EYFS guidelines and standards.
- To develop and agree with the management committee a framework of policies and procedures that meet all relevant legislation and guidelines and support the setting.
- To promote all activities within the organisation and to encourage parental involvement
- To coordinate both individual and group activities for each session and ensure that they are adequately supervised.

### B. Administration

- To ensure bookings and registers and other relevant information for all sessions are kept on the agreed and appropriate formats.
- To send out accurate and timely invoices to parents on a monthly/half termly\* basis (\*as relevant to area of setting attended.)
- To collect and bank fees and monies and maintain adequate records.
- To ensure that all petty cash transactions are recorded appropriately and accurate records passed to the Treasurer on a monthly basis or more frequently if required.
- To ensure up to date registration forms and other documentation are kept, and to maintain confidentiality in that respect.
- To be responsible for the day to day administration of all aspects of the organisation.
- To ensure up to date and accurate records of children's development and achievement are kept.
- To work within budgets set by the Management committee.

### **C. Staff Management**

- To manage all staff on a day to day basis, including staffing levels.
- To assist with interviews for staff.
- To request references, check qualifications and organise DBS checks for new staff.
- To arrange induction programmes and training for all staff; the latter in accordance with priorities from the annual action plan and working within budget constraints.
- To effectively team build and respond to individual staff needs, including carry out annual performance management cycles and supervision meetings.
- To hold regular staff meetings (at least one a half term) in order to raise awareness and resolve issues as necessary.
- To be involved in out of working hours activities e.g. training, staff meetings, fund and awareness raising activities.
- To keep up to date and accurate records of staff training and development.
- To support students/volunteers on placement.

### **D. Reporting**

- To attend committee meetings and report on all aspects of the organisation and feedback to staff.
- To attend regular meetings and maintain close contact with a representative of the Management Committee.
- To provide the Committee with monthly reports and other updates as required.
- To be aware of all relevant legislation and lead on recommending changes in policy and procedures to the Committee.

### **E. General**

- To work within agreed policies and procedures with particular regard to health and safety, safeguarding and equal opportunities and diversity.
- To maintain the first aid box and the accident and incident records.
- To ensure that the environment and resources are well maintained.
- To carry out a fire drill at least once each half term, ensure all staff are aware of the fire drill and evacuation procedures and adequate records are kept.
- To prepare for Ofsted inspections and ensure that required recommendations are implemented.
- To keep the Self Evaluation Form (SEF) up to date and staff informed of priorities.
- To assist the committee in developing and implementing an annual action plan.
- To maintain close working relationships with the Committee and Wigginton Primary School.
- To promote and maintain close liaison with parents/carers, school representatives, other agencies and visitors.
- To carry out any other duties as required by the Committee.

Duties and responsibilities are undertaken with support from the assistant manager.