



Pre-School Manager

Our thriving Pre-School has a vacancy for an energetic, self-motivated and hard working Manager to join our growing team. You will have lots of enthusiasm underpinned by a sound understanding of the principles of the EYFS, and be able to maintain a high quality environment full of love and playful learning. You will have excellent management skills to lead a team and manage the day to day running of preschool. The Nursery Manager will need to demonstrate effective time and resource management to meet the planned needs of children and families and any anticipated demands that might be reasonably foreseen. The Nursery Manager will need to be attentive to a planned timetable whilst retaining the flexibility to be accessible and available to parents and staff. The Nursery Manager will need to make judgements about the delegation of tasks and responsibilities to the Deputy Manager and other staff in the Nursery.

- **Type of vacancy:** Permanent
- **Hours of work:** Term time Mon-Fri between 8am to 4pm term time only (flexible hours considered). Exact hours will be confirmed upon appointment
- **Rate of pay:** Dependent on experience

The role

- ✓ To be responsible for and to oversee the day to day management, staffing, organisation and smooth running of the preschool.
- ✓ To develop the ethos of Husaini Pre-school and to create a welcoming and family friendly environment.
- ✓ To be a member of the management team and to contribute to the strategic planning, monitoring, evaluation and development of the preschool.
- ✓ To be responsible at all times for high standards of care and education of children. between two to five years in accordance with statutory requirements.
- ✓ To ensure the EYFS is promoted and delivered within the setting and the principles adhered to.
- ✓ To ensure effective communication between the staff and with all partner organisations.
- ✓ To order and maintain equipment and resources in the Nursery.
- ✓ To be accountable and responsible for day to day financial systems directly relating to the preschool including applying for funding.
- ✓ To be responsible for admissions in line with the admissions policy.
- ✓ To keep a register and up to date records of all children and to give regular feedback to parents about their child's development and progress.
- ✓ To be responsible for organising staff training and monitoring students in the preschool

Knowledge & Skills

- Knowledge, understanding and practical experience of pre-school care for young children
- Knowledge and practical understanding of child development and parenting
- Knowledge and understanding of legislation and regulations relating to preschool for young children and the inspections process for approval of a day care setting
- Knowledge and ability to create and implement policies and procedures consistent with legislation, regulations and local requirements
- Able to work independently and to manage own time efficiently
- Experience of managing, supervision and appraisal of staff
- Ability to develop an effective team
- Warm and caring personality – friendly and approachable to families
- Ability to create and implement basic systems for child records and financial records
- Ability to communicate effectively with staff at all levels
- Commitment to the principle that families ‘know best’ about their own needs
- Commitment to equal opportunities for all children and families

Required Qualifications

Level 4 in Childcare or minimum Level 3 Childcare Qualification looking to work towards Level 4

Required Skills

Previous experience of preschool / nursery management

Good level of literacy and numeracy

Up to date with EYFS, Child Protection and Safeguarding

Desirable Skills

Up to date with First Aid and ICT

The post holder will be required to apply for a DBS check via Husaini Preschool and be successful. The applicant should ideally already have a clear DBS clearance in order to commence the role asap.

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however substantially change the general character of the post.

How to apply

Forward your CV and covering letter to:-

Abbas Manji (Private & Confidential)
Husaini Pre-School
4 Burton Street
Peterborough
PE1 5HD

or via E-mail: abs.manji@gmail.com

Tel. 0786 480 3522

Deadline 20th September 2015

interviews to be held w/c 21st September 2015

Husaini Preschool 4 Burton Street Peterborough PE1 5HD