

Job Profile

Early Years Setting's Manager



Job purpose:	To play an active role in the strategic planning of the school as a member of the leadership team and to strategically manage and coordinate the setting in the absence of the Headteacher.		
	To lead and manage high quality childcare provision for children in line with current legislation.		
Reporting to:	Headteacher		
Responsible for - Staff	Line management of childcare staff		
Liaising with:	Children, parents/carers other members of staff		
Grade of post:	G7	Gauge ref:	A23516
Disclosure level:	Enhanced		

Job Outline			
<ul style="list-style-type: none"> • To be responsible for the day to day leadership and management of the childcare setting all times and in line with EYFS and all other relevant legislation. • To be responsible for the management of staff including recruitment, development and supervisions in line with the Councils human resource policies and procedures. • To support the Headteacher in the recruitment of appropriate staff, ensuring effective induction and professional duties and conditions of employment are fulfilled. • To be responsible for overseeing collection and collaboration of fees and monies. • To arrange and chair meetings with parents/carers, managers and other staff. • To assist the Senior Leadership team in ensuring that all relevant policies and procedures are up to date and comply with current legislation and the school/LA. • To work in partnership with parent/carers, Ofsted and other external agencies. • To ensure the effective delivery of programmes linked to local and national strategies. • To actively research and create new initiatives for benefit of the children's and the setting. • To be responsible for marketing strategies in order to raise the profile of the setting within the community. • To analyse and evaluate relevant information and produce management reports as directed. • To maintain an up to date knowledge of legislation and national developments in relation to the setting. • To advise the Headteacher and managers of future priorities for expenditure and future developments of the setting. • To ensure the maintenance rigorous financial monitoring systems. • To assist with the efficient and effective management and organisation of the accommodation to ensure its meets the needs of the curriculum and health & safety regulations. • Designated Safeguarding lead 			

Other Specific Duties			
To carry out the duties in the most effective, efficient and economic manner available.			

To continue personal development in the relevant area.

To participate in the staff review and development appraisal process.

Health and Safety Training

To undertake Health and Safety Training on areas within your area of work.

Person Specification / Selection Criteria

Extended Schools/Childcare

Level 6

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Significant experience of working with children, young people and families in a formal child care setting	E		A, I, R, P
Previous management experience	E		A, I, R
Previous experience of budget monitoring	E		A, I, R
Experience of undertaking HR based procedures		D	A, I, R

B. Training and Qualifications

	Essential	Desirable	Source
NVQ level 4 in Childcare & Education or equivalent level of relevant experience	E		A, I
Degree in EYFS		D	A, I
Recognised Management Qualification	E		A, I
First Aid Certificate (paediatric) or willingness to undertake	E		A, I
Commitment to undertake further relevant training	E		A, I
Basic Food Hygiene Certificate or equivalent or willingness to undertake	E		A, I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of the Early Years Foundation Stage statutory framework.	E		A, I
Knowledge of relevant legislation, policies and codes of practice at both local and national level especially in relation to the setting	E		

	Essential	Desirable	Source
Knowledge of child development and learning processes	E		A, I
Knowledge of personnel related issues	E		A, I, R
Knowledge and understanding of equality and diversity	E		
Knowledge of managing and/or monitoring designated budgets	E		A, I, R
Knowledge of Health and Safety policies and procedures	E		A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Excellent communication skills	E		A, I
Ability to use initiative to resolve medium term problems	E		A, I
Flexible approach to working with staff, children, young people and families	E		A, I
Ability to work in accordance with the schools health and safety policies	E		A, I
Ability to lead and motivate staff and work effectively as a member of the team	E		A, I
Ability to deal with minor injuries		D	A, I
Ability to prepare simple snacks and/or meals	E		A, I
Ability to plan, develop and implement programmes of work	E		A, I
Ability to effectively use IT programmes	E		A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I