

GEORGE'S PLAYGROUP



JOB DESCRIPTION FOR PLAYGROUP MANAGER

JOB TITLE: MANAGER
EMPLOYED BY: GEORGE'S PLAYGROUP
ACCOUNTABLE TO: COMMITTEE
LINE MANAGER: CHAIR (COMMITTEE)

Responsibilities

The manager is expected to be able to perform any of the duties required of the other staff. In addition, the manager has overall responsibility for the safety and welfare of the children, and for the efficient daily operation of the playgroup. The manager is the link person between the Committee, the parents and the staff. The manager needs to ensure reflective practice and continual progression of the playgroup.

Administrative responsibilities

- To keep necessary documentation and records, as stated in Early Years guidance and legislation
- To understand and implement planning, assessment and record-keeping procedures.
- To undertake all necessary procedures in the finding and start of new children.
- To prepare transfer records for the children as and when required.
- Nominated person for Ofsted.

The Manager is expected to:

- Ensure that all staff operate within the relevant National Standards for pre-school provision.
- Encourage staff to work as part of a team and to lead that team.
- Chair regular staff meetings and maintain written evidence.
- Attend Committee meetings as requested.
- Deal with recruitment and retention of staff, alongside the committee
- Keep up to date with their CPD to ensure consistent progression and development.
- Attend and update relevant training such as First Aid, Child Protection and Hygiene for all members of staff.
- Arrive in time to set up the day's activities before opening and stay to clear up after the session.
- Implement the group's Policies and Procedures particularly those relating to Health and Safety procedures.
- Ensure that all visitors are welcomed and students in the group supported.
- Communicate with parents and carers, encouraging parental involvement and dealing with parent complaints professionally.
- Work from home when required or out of setting hours as needed.
- Work with all needed external agencies to aid child development, health and safety and the maintenance of the building.

Responsibilities towards the children

- To ensure that the care of the children meets all guidelines and regulations.
- To be familiar with and work to EYFS.
- To promote a wide range of stimulating and safe activities, developing risky play, equal opportunities and culture.

- To challenge sex, class, racial and religious discrimination.
- To ensure that children are supervised at all times, indoors and outdoors, ensuring a correct adult to child ratio.
- To be aware of the differing needs of a wide range of children and to be able to meet those needs.
- To ensure that unacceptable behaviour is dealt with in accordance with the procedures and rules of the setting.
- To ensure that the confidentiality of the children and their families is upheld, following GDPR guidelines, policies and procedures.

Georges Playgroup is a charity playgroup that is embedded in the local community. We are looking for someone who will continue to strive to enhance what George's can offer and the childcare we provide. The role needs someone who can provide a passion for the role and dedication to being local and fit the needs to the families in our area.