

Job Title: Early Years Manager

Reports To: PATA Chief Executive Officer (CEO)

Job Purpose

The Early Years Manager will be responsible for the overall management of the setting. To fulfil legal and statutory requirements and to contribute to and implement setting policies in order for the setting to provide a safe, caring and high quality environment for the children who attend.

Key Responsibilities

- To ensure that the planning, preparing and delivering of play based activities appropriate for children aged 2 – 5 years, in line with the Early Years Foundation Stage Framework.
- To ensure that the assessment, monitoring and recording of individual children's development takes place.
- To communicate children's progress to their parents, at regular intervals.
- To be responsible for the management and development of the Early Years Practitioners.
- To plan short, medium and long term goals for the setting.
- To manage and run the setting within the agreed budget.
- To market the setting using appropriate methods including regular updates on social media.

Principal Duties

Education

- To ensure that safe, stimulating activities are provided to meet the social, linguistic, creative, physical, imaginative and emotional needs of each child.
- Establish productive working relationships with children, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all children within the setting.
- Select and prepare resources to take account of the children's interests, language and cultural backgrounds
- Manage liaison with parents and other relevant bodies (such as Health Visitors) to gather children information.
- Work with local Reception teachers to create appropriate activities for the Rising 5s session that assists the transition to school.
- To ensure that individual plans are monitored, evaluated and adjusted as appropriate, as children reach the next stage in their development.
- Ensure there is a good, happy atmosphere at each session.
- To ensure all children are allocated a key person and to act as a key person themselves if necessary.
- Take time to listen and respond to children and encourage them to develop.
- Provide information and advice to enable the children to make choices about their own behaviour.

Management

- Organise and manage available learning resources effectively and ensure rooms are left tidy and ready for the next session.
- Systematically manage record keeping systems and processes, such as daily attendance register, accident/incident books, children's progress and tracking development, including pupil premium where appropriate.
- Communicate with parents / carers to inform them about the setting and its curriculum, exchanging information about their child's progress and encouraging parental involvement.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Ensure the children are supervised at all times.
- To ensure that the setting is a safe environment for children, that equipment is safe, standards of hygiene are high, allergy information is well communicated, safety procedures are implemented at all times, and fire drills are regularly practised.

- Manage and mentor the setting staff team including the allocation and monitoring of work, hold regular appraisals and encourage training opportunities.
- To keep confidential any information which is learned as part of the job, regarding children, their families or other staff members.
- Recognise own strengths and areas of expertise and use these to lead, advise and support others.
- Hold regular team meetings with team and ensure that everyone understands the ethos and objectives of the setting.
- Represent your setting at management/other meetings when required.
- Welcome visitors to the setting and ensure that all health & safety and safeguarding precautions are taken and/or explained.
- Maintain personal continual development, participating in training/learning activities as appropriate.
- Understand and work within the financial capability of the setting and manage the costs and spending of the setting.
- Encourage and take part in Fundraising activities for the setting, and apply for all appropriate and available grants and funds.
- To liaise with PATA, Social Services and other professionals as necessary to ensure that all legal and statutory requirements are implemented, including Ofsted requirements.
- Accountable for Safeguarding/Child Protection within the setting ensuring appropriate regular training is undertaken by all team members; with associated procedures clearly communicated.
- To be responsible for the recruitment process of new members to the team.
- Provide the CEO with regular reports on the objectives, successes and issues from the setting.
- To ensure that all staff attend work in the appropriate clean, uniform and represent the setting in a professional manner.
- To ensure that health and safety regulations are adhered to in line with the Health & Safety Policy.
- To be accountable for SEN and ensure the setting has a dedicated SENCo.
- Deliver to and accept feedback from other members of the staff team in accordance with associated procedures.
- Attend regular Manager's Meetings with other PMG Managers at the PATA Head Office.
- Carry out administrative tasks as necessary for the smooth running of the setting.
- Be responsible for finance tasks relating to the setting including collecting fees, managing budgets and petty cash.

Person Specification

Qualifications:

- Have a degree in Early Years, be working towards one or consider undertaking study to reach Level 5 Diploma for the Children & Young People's Workforce
- Minimum of a relevant Level 3 Children & Young People's Workforce qualification
- Be DBS Checked and pass on-going suitability requirements
- Paediatric First Aid certificate
- Health and Safety Level 2 certificate
- Certificate in Food hygiene or Food Safety in Catering
- Minimum Level 2 Award in Safeguarding & Protecting Children and Young People
- e-Safety on-line training

Skills:

Ability to communicate and maintain friendly professional relationships with children, parents and staff.

Ability to work on own initiative, to lead a team and to cope within a busy setting.

Be prepared to seek guidance when necessary.

Understanding the principles of child development and learning processes

Be committed to the safeguarding of children and willing to promote the welfare of children at all times.

Please sign and date below to indicate that you have read and understood the roles and duties expected of you as detailed above.

Name: _____

Signature: _____ Date: _____

This job description should be regarded only as a guide to the duties required and is not definitive or restrictive in any way. It may be reviewed in the light of changing circumstances following consultation with the post holder.

PATA (UK) February 2020