

## JOB DESCRIPTION

### for Pre School Leader Manager at Bramhall Methodist Church Pre-School

<b>Job Title</b>	<b>Pre-School Leader Manager</b>		
<b>Reports to</b>	The Management Committee of the Pre-School	<b>Location</b>	Bramhall Methodist Church 23 Bramhall Lane South Bramhall SK7 1AL
<b>Circuit Church</b>	Bramhall and Wythenshawe Circuit Bramhall Methodist Church	<b>Salary</b>	To be agreed dependent on qualification of applicant within a range from £23,000 - £32,000

#### Job Purpose and Objectives

We are seeking a dedicated and experienced person to lead and manage our vibrant Pre-School at Bramhall Methodist Church. This is an exciting opportunity for an enthusiastic, friendly and hard working individual. The ideal candidate will be passionate about early childhood education with a deep understanding and knowledge of the Early Years Curriculum, possess strong leadership skills and have a nurturing approach to working with young children providing a stimulating environment in which they can develop as confident, capable learners.

<b>Responsible to:</b>	The lay employee will be employed by the Church Council of Bramhall Methodist Church and will report to the Management Committee of the Pre-School.
<b>Responsible for:</b>	To oversee supervision of all staff, working at the Pre-School

## Main Responsibilities

**Curriculum Development and Implementation:** Design and implement an engaging, age appropriate curriculum based on the Early Years Foundation Stage (EYFS) framework and associated documentation, ensuring it meets the individual needs and interests of each child. Have a good understanding of observation and assessment opportunities, working closely with the Deputy Manager/SEND Lead in creating an inclusive practice. Regularly assess and adapt the curriculum to meet individual learning needs and ensure optimal outcomes.

**Parent Communication:** Foster positive relationships with parents/carers through effective communication, regular updates on children's progress and encouraging and organising opportunities for parental involvement through activities such as open evenings and events.

**Staff Supervision and Management:** Provide inspiring and knowledgeable leadership to create outstanding early years education including conducting regular staff meetings, performance evaluations and professional development opportunities. Recruit, induct and oversee supervision of staff ensuring compliance with all regulatory checks. Maintain a positive and inclusive work environment, managing staff rotas.

**Child Welfare:** Ensure the safety, well-being, and development of all children in the Pre-School, adhering to safeguarding policies and procedures at all times as specified in the Statutory Framework for EYFS.

**Resource Management:** Manage resources effectively, including budgets, payroll, enhanced funding payments, equipment and learning materials and maintain appropriate and accurate records.

**Regulatory Compliance:** Maintain compliance with all relevant legislation, regulations and inspection requirements such as Ofsted, acting as the 'nominated individual' and primary point of contact. Ensure that all Policies are regularly reviewed and that the Management Committee are kept informed at all times.

**Continuous Improvement:** Continuously evaluate and improve the Pre-School's provision through self-assessment, reflection, and implementation of best practices.

## Terms and Conditions

- Terms of appointment: Permanent
- The salary/rate of pay will be determined according to level of qualification within a range £23,000 - £32,000
- Normal working pattern: Term time only Monday to Friday 8.30am - 3.45pm - to coincide with SMBC Primary Schools holidays with occasional additional out of hours work for Management Committee meetings, parents' evenings, planning and budget setting.
- There is a contributory pension scheme to which eligible lay employees will be auto-enrolled. Lay employees who do not meet the auto-enrolment criteria are eligible to join the scheme subject to certain provisions.
- Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure.
- Appointment will be subject to 2 satisfactory references.
- Appointment will be subject to the satisfactory completion of a six month probationary period.
- Opportunities for training and CPD relating to the role as appropriate.

