



Job Description: Butterflies Pre-school Manager

Job Title: Pre-School Manager

Location: Butterflies Pre-School, St Mary's Church Centre, 44 Moss Lane, Sale, M33 6GD

Employed by: The PCC of St Mary Magdalene Church

Responsible to: The PCC, via Butterflies Pre-School Management Committee

Responsible for: Deputy Manager, Assistant Manager, Pre-School Assistants, Bank Staff

Hours of Work: Core hours worked of 33.75 hours per week term-time only. These are to be worked Mon-Fri, 8:30am-3:15pm. 0.8 of the weekly hours will be worked within ratio and 0.2 will be worked away from the setting.

An additional 80 hours per annum to be worked outside of core hours.

Hours negotiable for the right applicant.

Salary: £14.50-£16.75 per hour

The Role

Butterflies Pre-School is an OFSTED registered childcare and early years education setting for children from the age of two. As a community-based setting, Butterflies prides itself on offering a nurturing and engaging environment that offers high quality education whilst working with parents to support their own child's development needs. We are seeking an experienced manager with strong leadership skills to lead the daily operations of our pre-school. The successful candidate will work closely with the voluntary management committee, and our small team of staff, to manage and lead the pre-school, ensuring the provision of high quality care and education that fulfils the legal and statutory requirements of the Early Years Foundation Stage (EYFS) in line with the Christian ethos of the setting.

Main Duties and Responsibilities

1. Early Years Childcare and Education

- Overall responsibility for all aspects of operation of the pre-school, including the management of staff and the safety, security, education and wellbeing of all children in line with written policies of the pre-school, OFSTED registration and all statutory legislation.
- Responsibility for ensuring policies and procedures that meet the welfare requirements of the EYFS Statutory Framework are in place, maintained and reviewed.
- Plan and implement a curriculum, in line with the EYFS Framework, that ensures learning experiences are tailored to meet the developmental needs of each child.
- Ensure the continuous development and evaluation of educational practices.
- Maintain a safe and nurturing environment where children are supported and supervised in accordance with staff-to-child ratio requirements.

- To oversee and maintain processes for monitoring and assessing child development, including organising key worker systems in line with EYFS Statutory Framework requirements.
- Promote positive behaviour and emotional wellbeing in all children in line with the Christian ethos of the setting.
- Be aware of children's special educational needs and work with the SENCo and external agencies to provide targeted support and implement reasonable adjustments where needed.
- Build strong relationships with parents and carers, ensuring regular two-way communication through feedback and updates on children's progress and through use of Tapestry to share teaching methods and encourage parent's involvement.
- Support a family-friendly ethos, ensuring the pre-school is welcoming to all families, regardless of their faith or cultural background.

2. Management and Administration

- Manage the staff team and work with Management Committee to ensure policies and procedures are implemented and regularly reviewed at appropriate intervals. These include, amongst others, health and safety, hygiene, inclusion, confidentiality, and safeguarding.
- Liaise with the Management Committee and Treasurer to ensure rigid financial control of the pre-school's budget.
- Maintain all records and administrative functions relating to the management of the pre-school, ensuring confidentiality and data protection of the children, their families and members of staff where relevant in accordance with GDPR requirements.
- Manage and maintain resources, including specialist play equipment, ensuring they are clean and safe.
- Maintain relationship with St Mary Magdalene's Church, working in partnership with the Children, Youth and Families Director and the Children's Team.
- Maintain health and safety and fire regulations including the completion of risk assessments and recording and reporting hazards and accidents to the church Operations Manager.
- Manage occupancy levels of the pre-school; this will include responding to enquiries, processing new registrations and managing the waiting list.
- Actively promote and market the pre-school within the local community. This includes online through managing the pre-school's social media channels and reviewing and updating content on the pre-school's web page.
- Liaise with OFSTED, Trafford Early Years, and other professional, advisory and support staff in the development and improvement of the pre-school setting
- Attend all Management Committee meetings (held during core hours), keeping the committee informed of anything that may affect the safety, welfare or development of children and ensuring the staff team are represented at meetings

3. Staff

- Supervise, support, and develop a team of early years practitioners, including monitoring students and volunteers.
- Manage the recruitment and induction of staff in accordance with Recruitment and Induction policies, and ensuring staff and volunteers have the relevant DBS checks.
- Coordinate and lead regular team meetings which encourage two-way communication and allow staff to share ideas and expectations.
- Facilitate curriculum planning
- Carry out regular supervision meetings and appraisals of staff performance, identifying any development needs and ensuring adequate training opportunities.
- Work in partnership with the designated safeguarding officer to ensure safeguarding policies and procedures are implemented at all times and promote the safeguarding and welfare of the children, staff and parents/carers.
- Plan and communicate staff working hours to ensure correct ratios are maintained at all times.

- Ensure all staff log their hours correctly and to keep clear records of any absences, changes or adjustments for the purpose of payroll.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties in accordance with the preschool's aims and objectives and as directed by the Butterflies Pre-School Management Committee.

Please note – this role requires bending, kneeling and crouching for periods of time and may also involve lifting heavy equipment or holding children during planned activities, and changing nappies/toileting duties.

Person Specification:

Qualification / Required Skills	Essential	Desirable
A minimum of two years' experience of working in a pre-school setting	X	
Recognised and relevant Level 3 Childcare qualification	X	
Level 4 Management or Level 5 Childcare qualification or higher		X
Completion of Safeguarding Awareness course (Group 2) within the last three years, or a willingness to do so before starting in post	X	
A good knowledge and understanding of EYFS and experience of coordinating, planning and implementing a curriculum for a childcare and early education setting	X	
Experience of effective staff management		X
Experience of working in a leadership role	X	
Experience of working with a management committee		X
Experience of managing resources and budgets		X
A good understanding of child development and children's needs	X	
Knowledge of OFSTED requirements	X	
Knowledge of child protection procedures, religious and cultural diversity, and equal opportunities	X	
Experience of writing policies and procedures		X
Experience of supervising volunteers and students		X
Effective communication skills, including written and verbal to a variety of audiences	X	
Experience using social media including Facebook and Instagram	X	
Experience of using Tapestry or other similar education platform		X
Knowledge and experience of special educational needs	X	
Understanding of the Christian faith and ethos within an educational setting		X
Ability to foster strong working relationships with staff, volunteers, external agencies, and parents/carers	X	
A clear sense of direction, with strong time management and organisational skills and the ability to prioritise workload and delegate tasks	X	
Caring attitude with a friendly and flexible approach	X	
Integrity	X	
Paediatric First Aid qualification, or a willingness to obtain one	X	
Food Hygiene qualification, or a willingness to obtain one	X	

This post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to satisfactory DBS check to enhanced level with a check of the barred lists. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

Applicants must have a valid 'Right to Work' for the UK

