

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Early Excellence Centre (pre-school) Manager
Salary Range/Grade:	£9.91 to £10.92 per hour, dependent on qualifications and experience
Hours:	35 hours per week, All-year round
Work Base:	Little Saints Early Excellence Centre – with potential to move around other RISE settings if required
Reporting To:	CEO
Main Purpose of Job: To plan and deliver the Early Excellence Centre (EEC) curriculum, in line with the Early Years Foundation Stage. To develop highly effective partnerships with parents/carers. To improve parents understanding of how their children learn and develop and their role in the facilitation of social and emotional well-being.	
Key Task List: <ol style="list-style-type: none"> To run the curriculum by: <ol style="list-style-type: none"> Drawing up long term, medium term and sessional curriculum plans to ensure that each child is working towards the learning outcomes of the Early Years Foundation Stage. Monitoring the effectiveness of the implementation of the EYFS curriculum. To devise and deliver the daily programme of EEC activities and events in a safe and secure environment...something about risk assessments / health and safety To manage, supervise and lead a team of pre-school assistants (paid and voluntary) by: <ol style="list-style-type: none"> Ensuring that the staff are correctly deployed. Ensuring that they offer appropriate high-quality learning opportunities and support to the children. Ensuring that the quality of teaching is of the standard required for the children to achieve the learning outcomes of the EYFS. Ensuring that The RISE Child Protection and Safeguarding Policy is followed within the EEC. To implement and monitor the effectiveness of a system of observation and record keeping so the children's attainment and progress are effectively and regularly assessed in order to plan their next steps. To organise and monitor the effectiveness of, the key worker system. To carry out day-to-day administration, record keeping (including child files, completing the daily register, accident and incident forms) and place the purchase order requests for required materials and equipment. To work within the operating budget. To administer first aid where appropriate. To liaise closely with parents/carers by: <ol style="list-style-type: none"> Informing them about the EEC and its curriculum. Exchanging information about the child's progress. Encouraging parents to attend Children's Centre sessions and courses. Encouraging the parents and carers to support their child's learning and development, away from the EEC. Providing data for in-depth studies of children and families. Eliciting feedback through questionnaires. 	

10. To maintain close liaison with the Chief Executive Officer, Early Years Teachers, The RISE Trust Trustees, The RISE Outreach Workers and other professionals as necessary.
11. To carry out all responsibilities and activities within the Equal Opportunities framework.
12. To participate in staff appraisals and identify in-service training needs for self and team members.
13. To attend in-service training and meetings as required.
14. To contribute to and implement all Children's Centre's policies and procedures.
15. To develop and maintain manual and computerised record systems and filing systems e.g. EEC files. Close, store, recall of such files, and liaise with appropriate agencies as necessary.
16. To undertake any other reasonable duties as directed by the Chief Executive Officer in accordance with the objectives for the Children's Centre operational plan.
17. To handle all details about the children attending the Children's Centre confidentially and in accordance with the requirements of the Data Protection Act 2018 and GDPR.
18. Safeguarding and promoting children's welfare is a priority in all aspects of the Centre's Service Action Plans and any safeguarding concerns should be immediately reported to the Chief Executive of The RISE Trust.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

In accordance with safer recruitment protocols, we will request references in advance of interviews, for shortlisted candidates

This role is exempt from the Rehabilitation of Offenders Act 1974 and is subject to satisfactory references, an enhanced disclosure and barring service (DBS) check and training as appropriate for the role.

PERSON SPECIFICATION		
Factors	Essential	Desirable
Qualifications	Minimum Level 3 Early Years qualification. Prepared to work towards the completion of an Early Years Degree or Early Years Practitioner Status. Food hygiene certificate.	Early Years Degree or Early Years Practitioner Status. Current First Aid certificate.
Experience/ Knowledge	Experience of working in an Early Years setting with some leadership responsibilities. Experienced Early Years Educator.	Early Year's childcare and education experience. Experience of administration including budget management.
Skills/Abilities	Ability to communicate, verbally and in written form with children, parents and carers, colleagues and representatives from outside agencies such as OFSTED and government regulatory departments. An understanding of and ability to deliver good quality childcare and education. A commitment to Equal Opportunities. Ability to provide and facilitate safe and creative play. Enjoys working with young children. Ability to manage and lead a team of adults. Ability to work on own initiative.	Able to respond to the changing needs of the Centre.
Personal Qualities	Ability to work under pressure. Flexible approach. Sense of humour. Commitment to Safeguarding and Anti-discriminatory practice. Enthusiastic and motivated. Friendly and patient personality. Work to a high set of principles and professional standards Ability to work as part of a team.	Current driving licence.
The RISE Trust Christian values	The RISE Trust is a Christian Charity and Christian values underpin the RISE Trust's approach to social action within the community. We would therefore politely request the person is respectful of our prayer with and for staff, volunteers and service users, as and when appropriate.	