



Registered Charity No: 1214073
 Registered Ofsted No: 2898628
 Long Street Road, Hanslope, MK19 7BL
 www.hanslopepreschool.org

Job Title: Practice Manager		Responsible to: Chairperson and Committee
Job Hours / Location		8:15am – 3:30pm Mon – Fri inclusive based on site at Hanslope PreSchool – Term Time only
Job Purpose: To lead and manage the daily operations of Hanslope Pre-school, planning a curriculum that meets the Foundation Stage requirements and the Ofsted National Standards, ensuring a safe, happy, caring environment for the children, and providing leadership and guidance to staff.		
Key Accountabilities: An area or field of activity in which results are particularly important	Main Activities: The most important activities to focus on within each key accountability area	Key Performance Indicators: Results will be achieved when each of the main activities is completed to high standards.
1. Planning	Long/medium/short-term planning sessional Staff deployment Observation and record-keeping	To take responsibility for drawing up long-term, medium-term, and sessional curriculum plans that ensure that each child is working towards early learning goals; to monitor the effectiveness of the Pre-school curriculum. To ensure that the daily programme of Pre-school activities and events is compiled which reflects positively the linguistic, religious, and cultural diversity of our community. Ensuring that staff are properly deployed and offer appropriate stimulation and support to the children. To organise the keyworker system and to effectively supervise staff daily; to be responsible for monitoring the quality of teaching. To be responsible for implementing systems of observation and record keeping so that children’s attainment and progress are effectively and regularly assessed; to monitor the

	<p>Staffing - appraisals</p> <p>Staff training/development</p> <p>Policies</p> <p>Register – staff</p> <p>Pre-school calendar</p> <p>Equipment inventory</p> <p>Special Needs Co-ordinator</p>	<p>To conduct annual staff appraisals and to carry out interim appraisals independently, set and review objectives, and identify training/development needs.</p> <p>Identify staff members for further training/development and, in liaison with the Administration Manager, investigate and recommend potential courses.</p> <p>To attend training, networking workshops, and meetings outside of Pre-school as required.</p> <p>To update policies annually as required, ensure they are reviewed by all staff and adhered to as a working document in the setting.</p> <p>Ensure that the staff attendance spreadsheet is correctly completed, signed off, and released to the administration manager at the month's end.</p> <p>Keep an up-to-date calendar for access by staff/committee with term/holiday/meeting and event dates.</p> <p>To ensure that inventory is kept up to date – make sure all additions/and deletions are noted.</p> <p>Ensure that SEN procedures are applied where necessary by the SENCO.</p>
<p>3. Communication</p>	<p>Facilitating staff meetings</p> <p>Attending committee meetings</p> <p>Social Media communication</p>	<p>To facilitate regular staff meetings and ensure feedback from Committee meetings to all staff members. To plan curriculum/themes for sessions and discuss any issues raised by staff or Committee. Notes are to be taken and copied to the Chairperson and Administration Manager.</p> <p>You will complete and present reports to the Committee at each meeting. In your absence, you must ensure that either the Deputy Practice Manager or another member of staff carries out this duty.</p> <p>To regularly update the Pre-school's social media to help with marketing the Pre-school and sharing the Pre-school in a positive light and any information that could further benefit our families.</p>

