**Job description**

**Application closing date: Wednesday 11th December. We advise candidates to apply early as candidates may be invited to interview on a rolling basis and therefore the advertisement may close sooner than this date if a suitable candidate is found. Please contact** [**beehive123@hotmail.co.uk**](mailto:beehive123@hotmail.co.uk) **for an application form.**

**Setting:** Beehive Pre-school Playgroup

**Job Title:** Manager (Job share with the Senior Manager.)

**Permanent, part-time**. Start date from January 2025 but this is flexible depending on the candidate and their notice period. Hours: Part time 3 days a week Wednesday 9:00am to 4:00pm, Thursday 8:00am to 5pm and Friday 8:00am to 4:30pm. We are open during term time only – 38 weeks a year. There is the possibility of additional ad-hoc extra cover during term time to cover for staff sickness.

Beehive Pre-School Playgroup is seeking an experienced Manager to join our Pre-school. The Manager would be employed 3 days a week: They would work alongside the Senior Manager on Wednesdays, and for the remaining 2 days Thursdays and Fridays, when the Senior Manager is absent, would be the named Manager with Ofsted. As this is a job share, this position would be ideal for a candidate in their first managerial post after having experience as a Deputy or Room Leader. The two Managers will work closely together giving support to each other in their areas of expertise and the Managers are also supported by the Office Manager who leads on financial and administrative tasks, allowing the Managers to focus on the playroom and the daily running of the Pre-School.

As a team, we are committed to providing the highest quality early years education and care. The ideal candidate must be professional, have exceptional interpersonal skills and be able to bring their own competencies and experience to develop outstanding practice. You must be passionate about early years and have the ability to motivate and lead a team in the Senior Manager’s absence, whilst supporting and encouraging practitioners’ ideas. As we are a charity, you will report to the Chair of Trustees who has overall responsibility for decision making.

Our purpose-built setting is located in Fulford, offering places to children aged 2 to school age. We are well-respected in the local community with a small, friendly, committed and dedicated team of practitioners who adapt to the needs of each child. Due to our location, we prioritise places to military children and pride ourselves on being a multi-cultural setting with families from all around the world. We offer free on-site car parking, branded work tops, sick pay, a staff pension scheme and a bonus day of additional leave to celebrate your birthday.

**Safeguarding requirement:** Beehive Preschool Playgroup is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole setting.

**Main Duties:**

**To work alongside the Senior Manager to achieve the following duties:**

* To undertake the Deputy Designated Safeguarding Lead role.
* To ensure that all statutory, legal and setting obligations are followed.
* To lead, motivate and inspire the team to deliver outstanding early years education and care.
* To work together in drawing up curriculum plans that take into account the requirements of the Early Years Foundation Stage (EYFS), and monitor the effectiveness of the setting’s curriculum.
* To provide a high quality of education and learning, ensuring that staff are properly deployed, and to offer appropriate stimulation and support to the children attending the setting.
* To work together in having an appropriate action plan in place that enables the setting to maintain a minimum ‘Good’ Ofsted rating at the next inspection and implement any recommendations made following regulatory inspections.
* To ensure that performance management systems are in place and followed, e.g. induction, probation, supervision, team-meetings, appraisals and objective setting and identify in-service training needs through regular Leadership Meetings with the Senior Manager.
* To work together in drawing up and supervising the daily routine of activities and events, and delegate these to practitioners.
* To ensure that the welfare and safety of children is promoted within the setting and that any child protection concerns are always acted upon appropriately and immediately, following specified procedures.
* To liaise closely with parents/carers, informing them about the setting and its curriculum, exchanging information about children’s progress and encouraging parents’ involvement.
* To work together on implementing appropriate procedures to ensure that the environment is safe, hygienic and healthy.
* To liaise with the Chair or Trustees, Ofsted services and other professionals as necessary, ensuring that all legal and statutory requirements are implemented, and providing reports as required.
* To work together in contributing to and implementing all the setting’s policies and procedures.
* To attend any conferences, training events or meetings, as identified by the Senior Manager or Chair of Trustees, and to keep up to date with current good practice.
* To ensure that accurate and up-to-date record-keeping systems are in place, e.g. children’s records of progress, assessment and development reports, attendance, any safeguarding issues, health and safety issues.
* To undertake any other reasonable duties as directed by the Senior Manager or Chair of Trustees in accordance with the setting’s business plan/objectives.
* To take on the role of the Key Person and lead an excellent example of key person duties to other practitioners.
* To work alongside the Senior Manager and committee to ensure the safe recruitment of staff, following the safe recruitment policy.
* To liaise with the Office Manager regarding child enrolments and finances.

**This job description is not an exhaustive list of duties, and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.**

**Person specification**

*Essential criteria:*

* At least two years’ proven experience of working in an early years care and education setting at a room leader or deputy level.
* Level 3 early years education and childcare qualification or above.
* **EYFS 2024 requirement:** Employed or internal job changes on or after 4 January 2024 must hold a level 2 Maths qualification or must achieve one within 2 years of starting in the position.
* Excellent understanding of child development and children’s needs.
* Ability to plan and implement an early years curriculum, taking into account the SEN Code of Practice, child protection procedures and equal opportunities considerations.
* Demonstrable and detailed knowledge of current legislation relevant to the early years.
* Understanding of the Prevent Duty in the Counter-Terrorism and Security Act 2015, and how it relates to early years settings.
* Ability to comply with the requirements placed on the setting by the EYFS.
* Experience of effectively communicating with parents and addressing any concerns.
* Ability to work with parents and families to encourage their involvement.
* Ability to effectively lead and manage a team of adults..
* Demonstrate a commitment to continuously promoting a culture of safeguarding.
* Commitment to equal opportunities and an understanding of equality, diversity and inclusion issues.
* Ability to write clear reports.
* Knowledge of data protection and information management practices and their application within the setting.
* Essential computer skills and desirable experience of online learning journals.

**This post is exempt from the Rehabilitation of Offenders Act(1974) and requires an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders that have been made against them.**

Pay: To be discussed at interview but circa £15 per hour.