



United Synagogue Job Description

Job Title:	Kindergarten Manager
Department:	Kindergarten
Location:	St John's Wood Synagogue
Benefits:	20 days holiday, plus Statutory Bank Holidays pro rata (to be taken outside term time & Jewish festivals when they fall on your normal working day) Auto enrolment Pension
Reports to:	Kindergarten Director
Hours:	Working hours negotiable. During term time the Kindergarten is open Core Hours of 8.45 - 1.15 or 3.00pm Monday to Thursday and 8.45 - 12.00 on Fridays, with Wraparound care sessions from 8am to 6pm Monday to Thursday

Job Purpose:

The purpose of the Kindergarten Manager (KM) is to effectively manage the Kindergarten so that it meets Ofsted requirements, parents' expectations and the needs of the children. It is also the purpose of the KM to oversee and directly manage the Kindergarten staff and ensure they are of the appropriate standard and provide a nurturing, creative and safe environment for the children. The KM reports to the Kindergarten Director (KD).

Key Tasks & Responsibilities of the Kindergarten Manager

A. Staff Management

The KM will be directly responsible for managing all Kindergarten staff.

Specifically:

1. The KM will work with the KD to attract and recruit suitable teachers with the relevant skills, qualifications, motivation and consistent performance
2. Develop and retain staff and ensure they receive the necessary/recommended training and mentoring where appropriate
3. Allocate duties to teachers, ensure timely staff performance management etc
4. Responsible for effectively leading, managing and motivating the staff team
5. Ensure there are sufficient qualified staff to comply with the quota requirements for the relevant age group at all times

B. Management of the Kindergarten

The day to day management of the Kindergarten is the responsibility of the KM. These activities include (but are not limited to):

1. OFSTED:
 - a. Responsible for ensuring all Ofsted requirements are met
 - b. Read and analyse Ofsted documentation, received throughout the year
 - c. Ensure allocation of places meets Ofsted requirements
 - d. Ensure teaching resource meets Ofsted requirements
 - e. Ensure teaching content includes the basic skills, as set out in Ofsted requirements
 - f. Maintaining all records required by Ofsted
2. UNITED SYNAGOGUE and ST. JOHN'S WOOD SYNAGOGUE
 - a. Work collaboratively with colleagues across both organisations
 - b. Responsible for ensuring all United Synagogue and/or St. John's Wood Synagogue requirements are met
 - c. Rely upon the United Synagogue to notify Ofsted on SJW Kindergarten matters where appropriate
 - d. Maintaining all records required by United Synagogue and/or St. John's Wood Synagogue
3. Operational and Safekeeping Matters
The KM will work jointly with the KD on the following:
 - a. Arrange and communicate dates of terms within school year
 - b. Ensure that confidential information is protected regarding children, parents and staff. This includes GDPR compliance
 - c. Undertaking all correspondence relating to the Kindergarten
 - d. Responding to all telephone enquiries

The KM will also be responsible for the following:

 - e. Administration of First Aid including a fully-supplied first aid box
 - f. Liaise with the Safeguarding Officer whenever relevant
 - g. Liaise with the SJW Security Team and ensure all safety procedures (eg fire drill) are known and practised wherever required
 - h. Ensure the SJW Kindergarten is clean, hygienic, well-maintained and safe for the children, staff and others
4. Sales, Marketing and Ongoing Support for Parents
 - a. Meet with current parents to provide feedback on their children, answer questions etc. Escalate urgent matters where appropriate
 - b. Welcome parents to attend certain Kindergarten events etc
 - c. Provide weekly newsletters etc to maintain open communication and transparency for parents
 - d. Assist the KD with tours of the Kindergarten for potential parents

C. Teaching and providing a safe environment

The day to day management of the Kindergarten is the responsibility of the KM. These activities include (but are not limited to):

1. Plan content of the syllabus, including Jewish educational content
2. Identify educational equipment needs and submit requests to the KD.
3. Create an environment whereby children are:
 - a. Stimulated to optimise the children's intellectual, physical, creative, social and emotional developments
 - b. Praised and rewarded
 - c. Encouraged to take responsibility for helping and tidying up
 - d. Taught to respect others, learning what is right and wrong, and understanding the effects of their behaviour on others
 - e. Reassured that they are always valued
 - f. Encouraged to be confident, independent and develop their self esteem
4. Support children with special needs by:
 - a. Having a secure knowledge and understanding of the individual needs of every child
 - b. Work together with parents and medical supervisor/carer, prior to the child starting at the kindergarten

Person Specification

Essential:

- Proven experience working as a Nursery Manager
- Minimum qualification of NVQ level 3 or equivalent
- A good understanding and knowledge of EYFS
- Knowledge, understanding and practical experience of Day Care for young children from 10 months to 4 years
- Knowledge and practical understanding of child development and parenting
- Knowledge and understanding of legislation and regulations relating to day care for young children and the inspections process for approval of day care settings
- Knowledge and ability to create and implement policies and procedures consistent with legislation, regulations and local requirements
- Able to work independently and to manage own time efficiently
- Experience of managing, supervision and appraisal of staff
- Ability to develop an effective team
- Warm and caring personality - friendly and approachable to families
- Ability to create and implement basic systems for child records and financial records
- Ability to communicate effectively with staff at all levels
- Ability to communicate effectively with parents and authorities
- Commitment to equal opportunities for all children and families

Desirable:

- Experience working in an Outstanding or Good OFSTED rated nursery
- Good knowledge of OFSTED requirements
- Detailed knowledge of all necessary nursery legislation
- Knowledge of Montessori methods
- Knowledge of Jewish religion

Generic other duties

Must be:

- Committed to the aims of the United Synagogue and act as an ambassador for the organisation.
- Comply with The United Synagogue's policy and procedures and code of expectations.
- Bring to the attention of senior staff any health and safety requirements, which become obvious. In the event of any immediate danger, to take the appropriate action to reduce risk to physical danger to employees, members, contractors, volunteers, children, parents, visitors or staff.
- Work collaboratively with other colleagues across the organisation to ensure the United Synagogue can achieve its vision, mission and strategy.
- Undertake appropriate training as requested by your line manager in conjunction with the Human Resources Department. And be committed to own continuous professional development.
- Carry out any other reasonable duties as requested by the Chief Executive or other designated senior staff.
- Undertake such other duties that occasionally fall within the purpose of the post.
- Maintaining high levels of discretion and confidentiality at all times.

This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post. They key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post holder. This Job Description is subject to alteration in response to changes in legislation or The United Synagogue's operational procedures.

Due of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation Act, 1974, by virtue of the Rehabilitation of Offenders Act, 1974, (Exceptions) Order 1975.

Accordingly, a valid and current enhanced Disclosure and Barring Service (DBS) certificate (formerly CRB) that is satisfactory to the United Synagogue will be required. Please ensure that you complete the United Synagogue Application Form Part 2 appropriately.