



Post: ACE Pre-School Co-ordinator
Grade: 7
Hours: 22.5 hours per week, 39 weeks per annum
Responsible to: Daycare Manager

Post Objective: To support, develop and promote the work of the ACE Centre LTD by managing the ACE Pre-School service unit. The ACE Centre TD, which includes, ACE Childcare, ACE Holiday Play Scheme and ACE Pre-School, works in partnership with the ACE Centre Nursery and Teaching School and is located on their school site.

Job Purpose

1. The day to day management of the ACE Pre-School, including implementing the policies and procedures, staff management, marketing and administration.
2. To maintain a successful, high quality childcare provision, arranging for standards to be met and that children receive excellent care and education.
3. Supervision and support of the other personnel within the setting so as to implement high standards of quality and practice.
4. Fulfilling duties as the Designated Safeguarding Officer for the setting to promote the safeguarding and welfare of the children.

Key Areas

- Staff Management, Team Building and Development
- Work with the Trustees to develop and market the setting
- To be responsible for staff recruitment and day to day staffing matters
- High standards of care and education of the children

Main Duties

All these duties are subject to co-operation with and approval of the ACE Centre Trustees. The Co-Ordinator will be expected to attend the termly Trustee meetings and present a report on the Pre-School operation.

Staff Management, Team Building and Development

1. To recruit, induct, supervise and appraise all staff as appropriate, and in accordance with the setting policies, procedures and standards.
2. To make all staff fully aware of the Safeguarding and Child Protection policies and procedures, including the allegations against staff policy and process.
3. To update and maintain policies and procedures, and the Operational Plan as needed, and making the documents easily accessible.



4. To co-ordinate and chair termly staff meetings as required, including preparation of agendas, training and planning sessions, with minutes.
5. To manage staffing levels within the setting to comply with required ratios, including planning and organisation of staffing schedules.
6. To maintain an accurate and effective personnel management system, ensuring all necessary paperwork is securely retained on each staff member, and that such files are kept up to date.
7. To actively promote and facilitate relevant staff training and development opportunities.
8. Maintaining staff awareness of key practices within the setting e.g. health and safety, food hygiene, administering first aid, fire drill procedures, in accordance with the code of practice.

Business Development and Business Administration

1. To work with the Trustees to actively promote the setting so that vacant places are filled and to market and advertise as necessary to ensure that the setting runs to its full capacity.
2. Be aware of and act in accordance with current regulations, policy and procedures.
3. To process applications in respect of funded places, e.g. Early Years Support and 2 Year Old Funding, and to liaise with the Centre Administration Team as necessary.
4. To liaise with the Daycare Manager and Finance Officer in relation to purchasing resources and other ancillary materials.
5. Be responsible for all administrative duties associated with the management of the setting, e.g. waiting list, child registration, creation/maintenance of relevant records.
6. To manage the development and implementation of systems to monitor and record child development, and to liaise with the Teaching School for ITERs and ECERs monitoring.
7. To promote the aims and objectives of the setting.
8. To promote and be an example of the high standard of the setting at all times to parents/carers, staff and visitors.
9. To show parents/carers around the setting and sending out information as required.

High Standards of Care and Education of the Children

1. To arrange for staff to comply at all times to the setting's policies and procedures including health and safety, hygiene, confidentiality etc.
2. To liaise with parents/carers and staff so that the particular needs of the child are met and that parental choice is considered in terms of the care given.
3. To arrange for a high standard of quality care and education to be provided at all times.
4. To lead a team of professional workers and to promote good practice at all times.



5. To manage the quality of resources within the setting, including maintenance of materials and equipment.
6. To establish and maintain effective communication links with the Local Authority and other professional bodies associated with the setting.
7. To effectively deliver the nursery curriculum for 0-5 year olds, using the EYFS framework.
8. To liaise with schools as required to support the transition of children from the setting into school.
9. To ensure the setting is prepared for and working towards inspection by Ofsted.

Other duties

1. Working in partnership with the staff team from the other ACE Centre service units, including the ACE Centre Nursery and Teaching School.
2. Overseeing the efficient upkeep of the Preschool area ensuring that all resources and equipment are appropriately handled and stored.
3. All records and other documents are securely stored in compliance with the centre's GDPR requirements.
4. This post requires an enhanced DBS check and satisfactory references would be obtained prior to commencement of employment.
5. We reserve the right to require members of staff to undertake duties as required to support the needs of the setting and in support of the work of the Trustees, including jobs of a lower grade.