



## United Synagogue Job Description

<b>Job Title:</b>	Interim Kindergarten Manager – Fixed Term Basis
<b>Department:</b>	Kindergarten
<b>Location:</b>	St John's Wood Synagogue
<b>Benefits:</b>	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
<b>Hours:</b>	25 hours per week to include at least 2 early starts (from 7.45am) and 2 late afternoons (ending at 6.15pm).  Specific days and hours to be agreed with the Kindergarten Director and can be changed by mutual prior agreement.

**The Kindergarten is open 45 weeks a year**

### **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 will support the ethos of the Jewish religion at the Kindergarten. The KM will recognise and meet at all times the needs of the child and their family as individuals and work closely with Key Children parents/carers. Furthermore, the job holder will build the credibility of the Kindergarten in order to empower management and staff to fulfil their roles effectively.

### **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. As a key member of the Kindergarten Leadership Team, the KM will foster a working environment of collaboration and collegiality across the staff.
3. Develop and retain staff and ensure they receive the necessary/recommended training and mentoring where appropriate
4. In consultation with the KAM, allocate duties to teachers
5. In consultation with the KAM, carry out timely staff performance management etc. Ensure all staff receive regular and balanced feedback on their performance
6. Responsible for effectively leading, managing and motivating the staff team
7. 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, recognising that the KAM will provide assistance and support to the KM, particularly in her absence.

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 and policies 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:

- a. Administration of First Aid including a fully-supplied first aid box
- b. Liaise with the Safeguarding Officer whenever relevant

- c. Liaise with the SJW Security Team and ensure all safety procedures (eg fire drill) are known and practised wherever required
  - d. Ensure the Kindergarten is clean, hygienic, well-maintained and safe for the children, staff and others
  - e. Ensure the Kindergarten has sufficient educational materials, supplies, nappies, food etc
  - f. Coordinate with the Synagogue office to ensure that all financial and administrative activities are dealt with in an accurate and efficient manner (eg. Invoicing parents, paying suppliers etc)
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
5. To arrange all INSET sessions, staff meetings, parents' meetings and open evenings. As a key member of the Kindergarten Leadership Team, to assist the KD in creating and delivering the agenda and content for these events.

### *C. Teaching and providing a safe environment*

The day to day management of the Kindergarten is the responsibility of the KM who will be assisted by the KAM who is also a Room Leader. These activities include (but are not limited to):

1. Review the proposed weekly plans coordinated by the Room Leaders and coordinated by the KAM. Ensure that the content includes Jewish educational content and follows the Early Years Foundation Stage framework
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
  - g. That children are dealt with by the KM and other Kindergarten staff in a caring and loving way by taking a sympathetic and reassuring approach at all times
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

#### *D. Strategy and Major Projects*

The strategic development of the Kindergarten is the responsibility of the KD who will be assisted by the KM and KAM as and when needed. This will include supporting and contributing to major projects that develop 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.**