

**United Synagogue Job Description**

**Job Title:** Kindergarten Director

**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:**  **SJW Honorary Officers**

**Hours:** Part time - **15 hours per week. The Kindergarten is open 5 mornings per week and 4 afternoons during term time.**

**Job Purpose:**

The purpose of the Kindergarten Director (KD) is to set the strategy and vision for the SJW Kindergarten with the SJW Honorary Officers. Additionally the KD is responsible for ensuring the effective management of the Kindergarten that meets Ofsted requirements, parents' expectations and the needs of the children. It is also the purpose of the KD to oversee and directly manage the KM and ensure that the Kindergarten staff are of the appropriate standard and provide a nurturing, creative and safe environment for the children. The KD reports to the Honorary Officers of SJW.

**Key Tasks & Responsibilities of the Kindergarten Director**

1. *Strategy & Vision*
2. Develop and implement a vision for the SJW Kindergarten, including the educational content, teaching standards, marketing and commerciality
3. Monitor developments in child education and safekeeping, and evolve the vision for the SJW Kindergarten where appropriate
4. Work with the SJW Honorary Officers, the United Synagogue and other stakeholders to obtain support and agreement to the strategy for the SJW Kindergarten, the financial budgets and results, and also its ongoing activities
5. *Staff Management*
6. Attract, recruit and retain suitable teachers with the relevant skills, qualifications, motivation and consistent performance
7. Directly manage the Kindergarten Manager (KM)
8. Provide leadership and guidance to the other Kindergarten staff
9. *Management of the Kindergarten*

The day to day management of the Kindergarten is the responsibility of the KM and not the KD. However the KD will oversee the KM in managing these activities, and may, if requested, provide absence cover on some activities.

Additionally the KD will be responsible for the following specific activities:

1. UNITED SYNAGOGUE and ST. JOHN’S WOOD SYNAGOGUE
	1. Work collaboratively with colleagues across both organisations
	2. Provide updates to the United Synagogue and/or St. Johns’ Wood Synagogue as requested
	3. Escalate to the United Synagogue and/or St. John’s Wood Synagogue where appropriate. This includes any direct communication from Ofsted or other relevant organisations
	4. Rely upon the United Synagogue to notify Ofsted on SJW Kindergarten matters where appropriate
	5. Ensure that all records that are required by United Synagogue and/or St. John’s Wood Synagogue are maintained
	6. Work with the Administrator of St. John’s Wood Synagogue on various matters including the billing of fees and collection of government funding
2. Operational and Safekeeping Matters

The KD will work jointly with the KM on the following:

* 1. Arrange and communicate dates of terms within school year
	2. Ensure that confidential information is protected regarding children, parents and staff. This includes GDPR compliance
	3. Undertaking all correspondence relating to the Kindergarten
	4. Responding to all telephone enquiries
1. Sales, Marketing and Ongoing Support for Parents
	1. Maintain waiting list for places
	2. Advertise/market the SJW Kindergarten to appropriate potential parents, including tours of the Kindergarten, posters etc
2. *Teaching and providing a safe environment*

The day to day management of the Kindergarten is the responsibility of the KM and not the KD. However the KD will oversee the KM in managing these activities, and may, if requested, provide absence cover on some activities.

Additionally the KD will be responsible for the following specific activities:

1. Source and replace educational equipment according to need and as requested by the KM
2. Monitoring the culture of the Kindergarten, ensuring that the KM and teaching staff create and maintain a safe and nurturing environment
3. Overseeing and contributing to the Jewish educational content

**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.**

**Person Specification**

**Essential:**

**Desirable:**