



Playgroup Manager in Pangbourne, Reading

Kennedy Drive, Pangbourne, Berkshire, RG8 7LB

Are you an experienced Early Years Childcare Manager? Are you familiar with the Early Years Teaching?

As a Registered Charity, our Playgroup is volunteer committee run Playgroup located in Pangbourne, Reading. We operate alongside the West Berkshire school term timetable and our intake covers children aged between 2 and 5. At our Playgroup, we are committed to Safeguarding and promoting the welfare of children and it is essential that all staff and volunteers share this commitment.

We currently have an exciting opening for a passionate, enthusiastic and experienced Manager to join our friendly team.

We are looking for an individual with a minimum Level 3 qualification and an in-depth knowledge of the Statutory Framework for the Early Years Foundation Stage. The successful applicant will have proven leadership skills and the ability to motivate and guide their team. Commitment to developing a positive ethos for Under 5's and creating a welcome and family friendly environment are critical along with exceptional interpersonal skills and a firm motivation towards maintaining the highest standards of care. Flexibility and a willingness to be actively involved in the committee, community and fundraising efforts are also vital.

Some of the Management Duties include (but are not restricted to):

- Drawing up curriculum plans which take into account the requirements of the Early Years Foundation Stage (EYFS) curriculum for guidance, and to monitor the effectiveness of the setting's curriculum
- Providing a high quality of education and learning and ensuring that staff are properly deployed
- Effectively leading and managing the team of staff
- Taking responsibility for the security and well-being of all the children within the setting
- Ensuring all policies and procedures are adhered to at all times and keeping on top of any new policy/procedural requirements in line with current legislation
- Preparing the Playgroup for Ofsted inspections and being dedicated to obtaining the highest ratings
- Implementing an effective parent partnership and to be influential in building strong links with parents
- Taking the lead role in safeguarding practice as Designated Person for the Playgroup, ensuring that the individual needs of all the children in our care are being fully met
- Taking an active role in fund raising
- Having a responsible approach to budgeting and business management
- Managing all day-to-day operations of the Playgroup
- Reporting to and attending meetings with the Committee

Qualifications, Training and Experience:

- Level 3 qualified as a minimum accompanied by Early Years Teaching experience
- Experience in a managerial role
- Comprehensive knowledge of Ofsted standards
- Comprehensive knowledge of the EYFS
- Strong communication, organisational and interpersonal skills

Hours: 35 per week (School Term Time ONLY)

Salary: Negotiable dependent on experience and qualifications

If you think that you could be the manager we are looking for, please forward your CV along with a covering letter marked for the attention of Jenny Williams to email: enquiries@pvp.org.uk

Please note that an Enhanced DBS Check and satisfactory references will be essential prior to commencement of employment.