**WINDSOR MONTESSORI HOUSE OF CHILDREN, 4 DATCHET ROAD, OLD WINDSOR SL4 2RQ**

**JOB DESCRIPTION FOR SCHOOL MANAGER**

**About the Nursery**

WMHOC was opened in November 2015, as an authentic Montessori, school, providing care and education, following the true Montessori education to the AMI standards. The building was prepared, to house the ‘Nido.’ (nest) for babies, the ‘Children’s community Room’ for toddlers and the ‘Montessori Multi age classroom for the preschool and the reception year children. They were established, with the support of the Crown Estate, in its beautifully renovated building.

**Summery of Position**

The WMHOC manager understands and promotes the nursery/school’s mission, vision, objectives and policies, especially giving prominence for safeguarding of children. The manager is responsible for maintain the slandered of care and education, already established, by working together with the staff in all three classrooms, and supporting them, and when necessary working with them, in relation to the child staff ratio.

The manager is responsible for maintaining an on-going dialogue with teachers and coordinating curriculum implementation with the teachers, observing and assessing their performance. The manger communicates to parents and others in the school, about the three classrooms programmes and the stages of transition from one to the other.

The manager is in the building from 8.00am to 6.00pm. She works closely with the proprietor/head of school, at all times to maintain an excellent and safe environment, for children and all others connected with the school.

**Management duties:**

1. To ensure that children are safe at all times, and ensure and maintain very high standards of physical, personal, social and emotional care for children.
2. To lead a team of professional workers and to ensure good practice at all times.
3. To plan and organise staffing schedules and holiday rotas to ensure adequate staffing levels are maintained in accordance with Ofsted.
4. To be aware of and act in accordance with current legislation, good practice, school policies and procedures.
5. To adhere and support all team members to understand and follow the legal requirements of the EYFS standards
6. To follow and have a good knowledge and understanding of all relevant acts, Equality act 2010, staff recruitment policy, the Data Protection act 1998 and the most recent GDPR which came to operation on the 25th May 2018. All that relate to staff employment and record keeping.
7. To be responsible for all staff, students, voluntary workers. Supervising, observing and assessing their ability in their day to day duties, and supporting where necessary. Undertaking appraisals, and reviews, training and development, individual supervision and discipline.
8. To jointly attend staff interviews, with the prop rioter/head of school, when recruiting new staff.
9. To carry out the new staff induction, and monitor their performance.
10. To ensure all staff have a an up to date enhanced Disclosure and Barring Service (DBS)checks.
11. Liaising with the Early Years Team at the RBWM.
12. To ensure of a high quality provision, to meet the needs of individual children, regardless of and disabilities, family backgrounds or medical history.
13. Establishing and maintaining effective communications with other agencies.
14. Establishing and maintaining effective, positive and professional communications with parents.
15. The manager must adhere at all times to the confidentiality of the work place and not enter into any unprofessional association with parents within and outside school hours.
16. The manager is responsible for the safety of the children left in his /her charge until dismissed to a responsible adult, with authority.
17. The manager must ensure no child is left unsupervised at anytime inside or outside.
18. The manager deals with discipline concerns beyond typical classroom strategies, following the school discipline procedure and policy.
19. Being responsible to all administrative duties associated with the management of the facility, e.g maintaining records, of the children and their families, responsible for the register, and all other confidential information.
20. Overseeing the efficient upkeep of the building and grounds and maintenance , stock of equipment , furnishings and fittings.
21. To oversee that the agreed high standards of hygiene and cleanliness are maintained at all times.
22. Co-ordinating and chairing staff meetings as appropriate including agendas and minutes.
23. Assisting the proprietor in marketing and advertising the nursery as necessary to ensure the nursery runs ti its full capacity.
24. Report back to the proprietor/head of school, as required with information relating to quality of the provision and anything else deemed necessary.

**Communication**

The manager is responsible for communication that supports an understanding of the school’s programme, develops positive relationships within the school community, and protects the privacy and confidentiality of each student and family and the confidentiality of the business.

1. The manager establishes a positive relationship with parents of the students and maintain regular communication with regard to their child’s specific needs. Conduct meetings and respond to meeting in a timely manner.
2. The manager communicates to the parents and others about the Montessori curriculum and its relation to the six areas in EYFS.
3. The manager writes or oversees the 2 year check report and the progress reports
4. The manager organises information evenings once every four months
5. The manager organises and participates in school functions, including but not limited to open days, parent evenings, school outings and spring, summer and Christmas events at the school
6. The manager is responsible for the school newsletter that goes home to families during the first week of the month.

**Professional Responsibility**

The manager is involved in ongoing self assessment and refinement of practice in the classroom as well as collaborative professional growth.

1. The manager participates in a regular evaluation process, including classroom observations, feedback conferences and an annual self evaluation toward goals set in conjunction with the teachers in the school.
2. The manager maintains his/her teaching skills and participates in professional development activities, both within the school, community and attendance at conferences, workshops etc.
3. The manager is aware major areas of research in teaching and resources of professional learning.
4. The manager ensures she/he conducts the induction programme for new teachers.

**Related duties**

1. The manager conducts new parent/student interviews and hosts prospective student orientation with the support of the staff.
2. The manager completes and maintains all records, reports, evaluations, and inventories of student records in a timely manner as required by the school.
3. The manager provides petty cash allowances for minor items required in the classroom and is responsible for collecting an accounting of these funds.
4. The manager is responsible for reading and adhering to the guidelines as established in the employee handbook and adhering to all school policies.
5. To be flexible within working practices of the nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the nursery, e.g preparation of snack, meals, cleansing of equipment, and prepare the environment for the next day.
6. Checking the safety and looking for any hazards , inside the building and outside, before the children arrive.
7. Maintain the staff entry and departure signing in book and file it appropriately.
8. Maintain the sign in book for timing of the children’s arrival and departure time by their parents.
9. Be responsible for the school keys.
10. Be responsible to switching on and switching off the entry system alarm.

**Job requirements**

* Passionate about Montessori education and providing children with best start in life.
* Holds an Early Years Degree, with EYPS /EYTS or a BA with Qualified Teacher Status QTS
* Qualified Montessori teacher (preferably AMI)
* Has 3 years or more in managing a nursery/school
* Must be able to demonstrate has the essential managerial and leadership roles for the position.
* Has the physical capacity to work with Nursery/preschool children(includes but not limited to bending, kneeling, minor lifting and working on the floor.)
* Holds a certificate in First Aid
* Holds a Designated Persons certificate
* A very good knowledge in Child Protection required by Ofsted.

Proposed first day of work 3rd September 2018

**How to apply**

Interested person should apply in writing , with a cover letter and CV to

[menik@windsor-montessori.com](mailto:menik@windsor-montessori.com)

Once received an application form will be sent, in time for an interview.