



## **Management and Administration**

- Uphold, implement and regularly review all policies and procedures of the group in partnership with the staff team and management committee
- Maintain all records relating to the management of the group
- Manage pre-school budget, maintain income and expenditure account, carry out banking duties, keep petty cash record, supply a monthly budget update for the management committee, compile end of year account
- Order equipment and supplies when necessary with management committee approval
- Ensure the group is adequately insured and all safety equipment is maintained and regularly serviced (inc. fire equipment, first aid resources)
- Actively seek, process and submit grant applications for additional funding
- Effectively market and promote the group
- Network with appropriate statutory and voluntary agencies including funding agencies
- Attend relevant meetings at night
- Regularly monitor and evaluate the quality of the service
- Prepare agendas and written reports for all committee/Parent meetings
- Prepare a monthly newsletter for Parents

## **Staff**

- Ensure all staff/students/volunteers are vetted
- Facilitate regular staff meetings and curriculum planning meetings
- Offer support, advice, supervision and direction to the staff team and promote a strong sense of teamwork
- Co-ordinate recruitment and selection procedures when necessary in partnership with the management committee
- Carry out regular appraisal of staff performance
- Identify and support staff training requirements

- Carry out induction programmes with new staff/students/volunteers
- Encourage commitment to quality improvement through ongoing professional development for the whole staff team

### **General**

- From time to time Playgroup leader may be required to work unsocial hours and/or weekends
- Co-ordinate fundraising activities on behalf of the group
- Ensure equality of opportunity for all staff, children and parents
- Lead by example, adhere to a professional code of conduct and appropriate dress
- Ensure that high standards of hygiene and safety are maintained at all times
- Attend any other reasonable duties relevant to the post