



Job Description: Forest School Manager

JOB PURPOSE

Surrey Hills Forest School is a place where children thrive while having fun in the great outdoors. We provide an authentic Outdoor Pre-School experience, as well as Holiday Clubs and Stay & Play sessions.

The role of Forest School Manager is integral to both the welfare of our children, and success of the business, and helps ensure a truly holistic Forest School experience for all. The Manager is the deputy to the Forest School Leader and responsible for the daily management of the Forest School.

WHAT YOU'LL DO (DUTIES & RESPONSIBILITIES)

- General Management
 - Ensure overall responsibility for the effective daily management of the Forest School and delivery of high levels of care and education.
 - Responsibility for the safety, security and well-being of all children, staff, and visitors.
 - Be the Deputy Designated Safeguarding Lead within the setting, addressing any issues as they arise.
 - Feed into, and deliver, the action plan as set out in the Forest School vision.
 - Promote equality and diversity within the Forest School, challenging any behaviour which does not support our Inclusive Practice and Equal Opportunities Policy.
 - Play a key role in ensuring the Forest School maintains a 'Good' grading with Ofsted.
 - Manage all budgets effectively and accurately.
 - Maintain a strong relationship with, and support the needs of, the Birtley team (our landlord).
- Team
 - Recruitment
 - Lead on safer recruitment and ensure Surrey Hills Forest School policies are followed.
 - Mentoring
 - Be a role model and mentor to staff, showcasing high quality practices regarding individual and group work with children, and supporting and guiding staff as required.
 - Lead on ideas and initiatives to maintain employee engagement.
 - Development
 - Ensure a full induction, regular 121s, and probation reviews with new employees, offering support and guidance, and addressing performance concerns as required.
 - Ensure mandatory training is up to date for all employees.
 - Meet the training needs of the team as identified at appraisals and supervisions.
 - Show your commitment to professional development e.g. keep your job knowledge up to date through Forest School and external training.
 - Management
 - Forecast occupancy levels and make appropriate decisions in relation to staffing.
 - Deal with investigations, disciplinaries and absences in line with Forest School policies.
 - Recognise and reward outstanding practice within the Forest School.
- Childcare
 - Reflect on daily practice and identify areas for continual improvement.
 - As the Deputy Designated Safeguarding Lead within the setting, ensure all practitioners and support staff understand the Safeguarding Policy (Forest School & Local Authority procedures). All staff to understand their role in safeguarding all children.
 - Ensure all children are treated as individuals and this is integral to planning in line with the EYFS.
 - Promote collaborative working to ensure Ofsted and EYFS standards are continuously met.
 - Ensure individually identified development needs are supported with ongoing practitioner training.
 - Oversee planning and children's developmental records and conduct routine moderation to ensure that individual progress is accurate and up to date.
 - Ensure that settling-in and transitions are well managed for all children, ensuring this is shared with parents, carers and colleagues.

- Lead on all aspects of inclusive practice, behaviour management and special educational needs within your team, liaising with the appropriate agencies.
- Lead on effective partnership working with children, families, the community, and external agencies.
- Ensure effective communications with families through Newsletters, Parents Evenings, and settling-in sessions.
- Address parent/carer feedback in a timely manner, escalating issues to the committee as needed.
- Oversee an effective Key Person approach within the setting.
- Our Environment
 - Have overall responsibility for Health & Safety Policies and Procedures and ensure that risk assessments are completed routinely at Forest School.
 - Submit accurate census and funding paperwork in a timely manner to the local authority.
 - Secure appropriate and relevant insurance; keeping it up to date and displayed.
 - Check premises daily and remove or action any potential hazards.
 - Ensure the Health & Safety of all staff, children, and visitors by ensuring policies on security and safety are adhered to e.g. visitors have signed in and ID checks have been carried out.
 - Action any maintenance concerns or forward them to the Birtley team; and keep a record.
 - Ensure staff deliver an enabling environment that is child-led, using all spaces effectively.
 - Manage expenditure budgets effectively to ensure that toys, equipment, and soft furnishings are at the required standard to support high quality practice.
 - Promote good hygiene practices and maintain high standards of cleanliness.
 - To ensure all compliance notices are in place, insurance, Ofsted registration and recommended notices.
- Sustainability
 - Be responsible for maintaining expenditure for the Forest School within agreed budgets.
 - Support the financial sustainability of the setting via marketing, parent show arounds, promoting events, managing waiting lists, open days, and staff deployment.
 - Ensure that aged debt is managed appropriately and effectively at Forest School level.
 - Be responsible for achieving financial targets set at Forest School level.
 - Excellent knowledge of the Forest School management system and ensure it is up to date.
 - To lead in offering excellent levels of customer service to all visitors.
 - Ensure effective forward planning to maintain and grow occupancy levels and manage waiting lists effectively.
 - Ensure payroll information is processed in a timely manner and submitted by the deadline.
 - Work with the committee to plan for Forest School development, including involvement with the marketing plan.
 - Ensure there is an effective tool used to evaluate your progress e.g. Action planning.
 - Maintain a strong working relationship with the Birtley team.

WHAT YOU'LL BRING (EXPERIENCE)

- Experience managing early years in an outdoor setting.
- Awareness of the early years sector, and any changes or trends which may affect the forest school.
- Sound knowledge of Forest School Policies, Procedures, Statutory Welfare Requirements, Safeguarding Policies, and Ofsted expectations, to ensure these are always applied.
- Excellent understanding and working knowledge of Health & Safety e.g. Risk Assessments, COSHH etc.
- Skilled in budget management, organisation, and admin.
- Awareness of legislation relating to your role.
- Proactive e.g. in planning efficient staff requirements against forecast occupancy levels
- An advocate and champion of the Forest School ethos.

These are indicative requirements and not an exhaustive list.

We don't expect many people can tick all the boxes. But if you can tick most of the priorities, and are willing to develop further with us, then please apply.

Please apply at surreyhill forests school.co.uk/careers