



JOB DESCRIPTION

Head of Pre-School/Ruspini House

THE SCHOOL

RMS is a leading independent girls' day/boarding School with 940+ pupils aged 2 to 18 and over 240 teaching and support staff, situated on a 200-acre parkland site near Rickmansworth in Hertfordshire. Potential candidates are strongly encouraged to visit the school website www.royalmasonic.herts.sch.uk for more information about our thriving school, with its excellent value added results and inclusive community spirit that encourages both girls and staff to work to their potential and beyond. Ruspini House opened in January 2010 and is now a well established, outstanding Pre-School that is heavily in demand, with a healthy waiting list. The vast majority of girls from Ruspini House transfer to Reception in our Prep Department, Cadogan House, at 4+.

THE ROLE

Reporting to the Head of RMS for Girls, the Head of Ruspini House will lead and manage a team of 13 staff, working very closely with the Deputy, Class Leaders, Pre-School secretary and catering staff. A large proportion of time is spent leading staff, both within and beyond the classroom as well as building excellent relationships with parents, staff and pupils. The Head of Ruspini House works closely with the EYFS Co-ordinator in our Prep Department in order to ensure a seamless EYFS experience that promotes outstanding pupil progress. Focus is on ensuring that a diverse and inclusive curriculum is in place which, whilst following statutory guidance, also responds to the needs of individual pupils. Whilst this is a leadership role, the post holder will be expected to take an active role in the classroom during term time and an overview of the camps offered during the Easter and summer holidays.

JOB SPECIFICATION

The main duties and responsibilities of the post holder include but are not limited to;

- planning and delivering effective strategic leadership and day to day management of the Pre-School, in accordance with the policies of The Royal Masonic School, reflecting relevant legislation and all regulatory requirements, placing the wellbeing of all children at the heart of life at Ruspini House
- ensuring outstanding practice through the consistent implementation of policies for assessment, monitoring and evaluation; overseeing the quality of planning and teaching and learning outcomes, promoting improvement strategies as necessary
- taking responsibility for the recruitment, induction, training and development of all staff as well as carrying out staff appraisals in accordance with School policy and Supervision meetings in accordance with the EYFS Framework
- working in partnership with parents / carers to ensure high levels of involvement and satisfaction at all times

- ensuring a smooth transition and to develop and maintain strong links throughout the Early Years Framework and beyond
- setting high standards, ensuring good discipline and a positive environment for learning
- alongside senior team members, developing and implementing a marketing plan for Ruspini House
- effective planning and delivery of all budgets with the assistance of the Bursar/ Finance Bursar
- maintaining excellent communication with the Head of Cadogan House, ensuring seamless delivery of EYFS and smooth arrangements for transition

PERSON PROFILE

The holder of this post will need to demonstrate outstanding personal and professional leadership that promotes Ruspini House as the pre-eminent Pre-School in a competitive market as well as an affinity for and understanding of the ethos and values of the School

PERSON SPECIFICATION

Experience and Skills

The following are essential;

- an Early Years qualification preferably to degree level (not necessarily QTS)
- thorough knowledge of the EYFS framework and how to deliver outstanding outcomes
- at least 3 years' experience in a managerial position or significant experience leading a team in a similar environment
- excellent interpersonal skills both in person and on the telephone, with the ability to communicate well at all levels
- demonstrable literacy and numeracy skills
- ability to work under pressure and deliver to agreed deadlines
- sound planning and organisational skills
- proficiency in Microsoft Office software – Word, Excel and Outlook
- experience managing and delivering to agreed budgets
- a demonstrable commitment to enhance and develop their skills and knowledge through CPD

The following are desirable;

- strategic thinker
- previous experience of marketing in a similar environment would be beneficial

Personal Attributes:

The successful holder of this post will need to demonstrate that he/she is a positive role model who displays flexibility and enthusiasm. The Head of RH will communicate a clear and inspirational vision for the future for the Pre-School within the wider RMS community. In

addition, he/she will need to relish challenge. To perform effectively in this key role he/she will need to take responsibility for leading a team of professionals to deliver outstanding performance whilst demonstrating understanding, sound listening skills and an ability to be firm but fair with both staff and parents. Flexibility with regard to working hours will also be required.

TERMS OF EMPLOYMENT

The terms of employment include:

- 40 hours per week
- 52 Weeks per year (although the post holder will not ordinarily be required to work during normal pre-school holidays)
- Salary of £41,392- £46,295. depending upon experience/qualifications
- 6 weeks holiday to be taken during the normal holiday periods
- Free car parking
- Preferential gym membership
- School fee discount – subject to terms and conditions of the policy
- Staff Pension Scheme
- Free lunches when the School's catering facilities are open

DISCLOSURE AND BARRING SERVICE

The School is a "Registered Body" under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post shall be subject to the receipt of overseas criminal records check (where appropriate) and will require an Enhanced Disclosure Certificate (with barred list) from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

SAFEGUARDING CHILDREN

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head.

Revision of Job Description

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.