



Beechtree Management Policy

At Beechtree we work in a collegial way to run the setting; our management structure is designed to ensure that all staff can have a say and that all parts of the organisation are represented.

We have a General Manager who oversees the day to day running of the organisation, supported by an Operations Management Group, chaired by the General Manager. This group is made up of senior staff from the Class Years, the Kindergarten and Parent and Child.

To ensure the smooth day to day running of the organisation, individual staff members have specific roles and responsibilities such as safeguarding, health and safety and Ofsted responsibilities (see below for list).

The General Manager and the Operations Management Group are responsible to the trustees who have ultimate responsibility for the overall setting.

The General Manager and the trustees along with the part time finance administrator are also responsible for the strategic development of Beechtree. We are affiliated to the Steiner Waldorf Fellowship for support and monitoring.

In the Kindergartens, we meet the requirements of the EYFS in terms of staffing ratios and qualifications. We ensure that there is always at least one person with a level three qualification in the building during the operational hours and a named person who deputises for them in terms of absence.

Operational Management Group Members:

General Manager- Cath Thurlow

Kindergarten Lead- Ziggy Jones

Class Years Lead- Nicola Milton

Parent and Child Lead- Victoria Smith

Current Roles in Staff Team:-*

General Manager /Nominated Ofsted Contact: Cath Thurlow

EYFS Ofsted Named Manager: Ziggy Jones

Designated Safeguarding Lead: Nicola Milton

Deputy Safeguarding Lead: Ziggy Jones

Health and Safety: Victoria Smith

SENCO: Anna Brown

Over view of Steiner Pedagogy: Ziggy Jones

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Date: January 2019

Review Date: September 2019

Signed by trustee: Phil Toepritz

Signed by Beechtree staff member: Victoria Smith....Name and position: Health and safety lead

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