

Pre-School Manager, St. Mary's Pre-School, Ipswich

St Mary's Pre-School are looking for an outgoing, motivated and experienced pre-school manager to lead us through the next stage of our ongoing development and drive for excellence.

About St Mary's Pre-School

As an established and popular pre-school, St Mary's operates 8 sessions of 3 hours per week for children aged from 2 years to 5 years. Our core aims are:

- to provide high quality, safe and consistent care and education for children below statutory school age;
- to work in partnership with parents to help children to learn and develop;
- to add to the life and well-being of the local community; and
- to offer children and their parents a service that promotes equality and values diversity.

About You:

- You will be a motivated and confident early years practitioner with at least 2 years' experience managing staff in an early years setting;
- You will be proficient in implementing the EYFS at a managerial level and as a practitioner in addition to holding an NVQ Level 3 qualification in childcare;
- You will be focused on quality of education and the safeguarding of children and will have knowledge and practical experience of both; and
- Personal development and development of others (including staff) will be a core strength and objective for you (and you will have examples of this);

About the Role:

Alongside the Business Manager, and with the support of the Deputy Manager, you will be responsible for:

- Ensuring a safe, high quality provision of education and care for pre-school children, in line with the EYFS;
- Working with staff and committee to drive forward improvements to help the setting achieve 'Good' and, in time, 'Outstanding' Ofsted rating;
- Running the setting on a day-to-day basis including working with the children, managing staff and liaising with parents;
- Role-modelling best practice in all areas of work and act as a source of guidance and advice for staff members and their ongoing development;
- Ensure that all statutory, legal and setting obligations are met including implementation of (and contribution to) pre-school policies;
- Leading by example and ensuring collaborative working with staff to implement and uphold the highest standards for the pre-school; and

- Developing strong working relationships with staff, parents, committee and external stakeholders and agencies.

The Offer:

- 40 hours per week, term-time only (with some administrative exceptions);
- £18,500 to £25,000 per annum (dependent on qualifications and experience);
- Free access to an employee assistance programme;
- Free on-site parking;
- Payment into a pension scheme; and
- Access to regular additional training and personal development opportunities.

How to Apply:

The following attachments are available for download:

1. Full Job Description
2. Full Person Specification
3. Application Form

You should then e-mail your completed application form to recruitment.stmaryspreschool@gmail.com along with an up-to-date CV.

The closing date for applications is 1st November 2020.

Interviews will be held on Monday 9th November 2020 and will include a short presentation to the interview panel, questions on key areas and a trial session with the children and staff.

For an informal chat about the vacancy please contact Patricia Crabb on 01473 807252

For more information about the pre-school please visit: www.stmarys-preschool-ipswich.org.uk

St Mary's Pre-school is committed to safeguarding children, an enhanced DBS check will be necessary for the successful applicant.