

Oldfield Pre-School

OLDFIELD



PRE-SCHOOL

Registered Charity No. 1018094

We are Recruiting!

Ofsted Rated GOOD provider

Our children are at the heart of everything we do, so we are looking for an individual to come and join our well-established team of early years practitioners, working at Oldfield Pre-School, as our new **Pre-School Manager**.

The successful candidate will be passionate about early years, an enthusiastic leader with an ethos to match ours and who has a good working knowledge of SoCCo and SENDCo responsibilities and procedures; they will be a team player who holds a minimum L3 qualification from the Ofsted approved list with at least 3 years' experience in an Early Years setting, ideally with previous management experience.

Purpose You will provide a nurturing environment underpinned by safe, high-quality education and care for early years children fulfilling legal and statutory requirements. Lead, manage and develop staff on a day-to-day basis. To design and implement early years policies and processes ensuring that all statutory, legal and setting obligations are followed and met. Be responsible for the Pre-Schools day-to-day budget and financial management, working alongside our administrator.

Safeguarding & Culture

It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole setting.

We celebrate diversity and are committed to creating an inclusive environment for all our staff and children.

Please note, if you are successful in being shortlisted for this role, background checks, DBS & References, including online searches will be completed. This is in line with Keeping Children Safe in Education policies.

Our Promise: Competitive Salary, Pension Scheme, Term-Time Working, Family Friendly policies.

Core Skills

- Must be at least Level 3 qualified in an equivalent Ofsted recognised early years qualification, with recent evidenced experience.
- Excellent understanding of EYFS and associated frameworks.
- Extensive knowledge of safeguarding.
- Senior leadership experience within a pre-school or nursery setting.
- It is a legal requirement to hold a GCSE or equivalent qualification in Maths, or be willing to achieve within 2 years of starting the position.

Oldfield Pre-School, The Mobile Classroom, c/o Oldfield Primary School, Green Lane, Vicars Cross, CHESTER CH3 5LB

Email: administrator@oldfieldpreschool.org
Registered Charity Number: 1018094

Phone: 01244 317056
Ofsted Registration No 305229

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Key Skills

Team Player and Role Model.

Passionate about delivering the best educational offer to early years children.

Inclusive to all, staff, children, parents/carers and our wider Pre-School community - **Collaborative.**

Excellent **Communication** skills in English, both verbal and written.

If you are passionate about early childhood education and have the skills to lead a team effectively, we encourage you to apply for the above Pre-School Manager position.

Salary £23,433 (pro rata) £17.13 p/h 30 Hours p/w 40 weeks per year

Applications must be made on the Oldfield Pre-School Application Forms, which are available to download from our website

www.oldfieldpreschool.org/jobs

or by contacting Oldfield Pre-School

Closing date for applications: 3pm Wednesday 19th June 2024