**A group of children holding letters

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**Preschool Manager**

**Overview**

We are seeking a dedicated Preschool Manager to oversee the daily operations of our Church of England Preschool in Wootton including our outdoor learning provision. The ideal candidate will have a passion for early childhood education and possess strong leadership skills to effectively manage the preschool.

**Duties**

- Manage and supervise Preschool staff to ensure a safe and nurturing environment for children

- Develop and implement educational programs that align with early childhood education standards

- Communicate effectively with parents, staff, and children to maintain positive relationships

- Drive continuous improvement in preschool operations and educational quality

- Oversee administrative tasks such as budget management, enrolment, and staff scheduling alongside the Preschool Administrator

- Promote child well-being including full compliance with Safeguarding obligations

**Requirements**

- Proficient in English, both written and verbal

- minimum of Level 3 Early Years childcare qualification

- Previous experience in Early Years childcare education

- Strong leadership skills with the ability to manage a team effectively

- A passion for working with young children and creating a stimulating learning environment

- Experience in Early Years childcare management

Hours: 30 hrs/week

Pay: £15 per hour; holiday pay; workplace pension.

Schedule:

* Monday to Friday, term time
* No weekends

Education:

* Minimum GCSE (including Maths and English) or equivalent

Experience:

* Preschool/reception: 4 years minimum
* Management: 1 year minimum

Work Location: in person at St Marys Preschool St Marys Road Wootton MK43 9HB

Deadline for Applications: Friday 11 October 2024

Interviews: Week commencing Monday 14 October

For further details including an application form, and/or to arrange an informal conversation or a visit, please email: [stmarys5@hotmail.co.uk](mailto:stmarys5@hotmail.co.uk)

<https://www.stmaryswoottonpreschool.co.uk>

**St Marys Wootton Parochial Church Council and St Marys Preschool are committed to the safeguarding of children, young people and adults. Appointment to this position is subject to satisfactory references and enhanced DBS clearance.**