

**Meppershall
Pre-School**

Watch Them Grow



Pre-School Manager

**Meppershall Preschool, Meppershall Village Hall, Walnut Tree Way,
Meppershall, Bedfordshire, SG17 5AB.**

Registered Charity No: 1031913

About Us

At Meppershall Pre-school, we create an exciting and nurturing environment where children can explore, learn, and grow to their fullest potential. Our focus is on building self-esteem and confidence through praise, encouragement, and hands-on learning.

As children embark on their journey with us, they gain independence and self-reliance, all while enjoying the joy of play. Above all, we believe that pre-school should be a fun, stress-free experience where children can learn to share, socialise, and discover new things, without the pressure of constant achievement.

Founded in 1972 and proudly registered with Ofsted since 1992, Meppershall Pre-school is nestled in the heart of Meppershall village, Bedfordshire, within the welcoming Village Hall. Our accessible premises—complete with wide doorways and no steps—ensure all children can move freely around the premises. We have offer direct access to a spacious, enclosed outdoor play area.

Our children are encouraged to learn through play in a warm, homely atmosphere where every day is an opportunity for exploration, friendship, and fun!

The school operates safer recruitment practices and the successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure & Barring Service (DBS).

About this Role

An Exciting Opportunity to Lead Our Pre-School Team in Meppershall!

Are you passionate about nurturing young minds and shaping the future of the next generation? We have an exciting opportunity to join our well-established pre-school at the heart of Meppershall village community.

We are currently looking for a Pre-School Manager to lead, inspire and support their staff team to create the most effective learning environment for Meppershall's youngest learners.

The successful candidate will have:

- a minimum Level 3 childcare qualification or equivalent. Teachers with QTS are encouraged to apply.
- an excellent, detailed knowledge of the EYFS statutory guidelines and Ofsted.
- a passion for raising the standards of Early Years and delivering child-centred, high-quality education.
- a high level of organisational ability.
- a commitment to promoting the well-being of all children, ensuring every child feels safe, valued, and special.
- a desire to work closely with families to achieve the best outcomes for the children in our care, including a clear understanding of safeguarding and SEND provision.
- a proactive, energetic, and enthusiastic approach to this rewarding role, with a true love for working with children.

If you're ready to make a real difference in the lives of children and join a caring, supportive team, we would love to hear from you!

Job Description

Post: Pre-School Manager

Salary/Grade Range: Pay according to qualification and experience

Hours: Full time, term time only

Reporting To: Head of School

Line Management of: Deputy Manager & Pre-school Practitioners

Responsibilities:

- To ensure the highest standards of early years care and education across the setting
- Ensure that statutory framework is strictly followed at all times
- Ensure that the welfare and safety of children is prioritised within the setting and that any child protection concerns are always acted upon appropriately, immediately and according to latest guidance.
- To meet the highest standards and expectations set by OFSTED and other external agencies
- Be responsible for the health and safety of pre-school children and staff and the maintenance of an environment that meets company and inspection expectations
- Action and monitor any complaints or serious accidents and incidents that take place
- Work alongside the Head Teacher and Early Years Lead at Meppershall Church of England Academy to develop a progressive curriculum
- To oversee a safe, stimulating and healthy environment in which children and staff can flourish
- Ensure that the children experience a broad, balanced, relevant and stimulating curriculum, providing opportunities to become independent learners
- Create and maintain a stimulating, educational environment which encourages inclusivity
- To spend a proportionate amount of time in the pre-school room to role model the high expectations of teaching and learning to the staff team
- Ensure each child is treated as an individual in the assessment and meeting of their needs
- Ensure that the outdoor learning environment is effectively used and maintained throughout the year

- Ensure children's academic progress and personal development is assessed and reported to parents in accordance with the Early Years Statutory Framework, school policies and procedures
- Promote positive home/school links through daily interactions with parents and carers, and the use of online learning journeys
- To build and maintain the reputation of the pre-school
- Mindful budgeting and efficient use of resource
- Manage the occupancy of the pre-school, targeting high capacity throughout the year
- Resource and audit the pre-school appropriately within agreed budgets
- To support and lead the team by inspiring, motivating and mentoring
- Lead and manage the team of staff within the setting ensuring appropriate ratios and a fair and effective distributions of duties and responsibilities are maintained
- Demonstrate accurate and detailed record keeping and reporting
- Carry out supervisions of staff, offering appropriate support and performance management as necessary
- Recruit and retain outstanding colleagues
- Induct, support and mentor new colleagues and use probation periods effectively
- Attend and lead staff meetings and inset sessions, parent information sessions and functions as appropriate, including marketing events and activities that may run during the evening or at the weekend
- Maintain and follow policies and procedure on the use of personal data in accordance with General Data Protection Regulations
- Liaise closely with the Poppy Hill Trust to achieve the best possible outcome for the pre-school community

Safeguarding

Safeguarding is everyone's responsibility and all employees are required to act in a manner that safeguards the health, safety and well-being of the children in our Preschool at all times.

The job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Pre-School in relation to the post holder's professional responsibilities and duties.

Person Specification

Key Criteria	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> Recognised Level 3 or above in Early Years (NVQ, BTEC Certificate/ Diploma, EYE) GCSE or equivalent in English and Maths Evidence of continuing personal and professional development 	<ul style="list-style-type: none"> QTS or EYT Qualified in: Paediatric First Aid, Safeguarding and Food Hygiene
Experience	<ul style="list-style-type: none"> Minimum of 2 years experience in an Early Years setting or at least 2 years' experience of other suitable experience 	<ul style="list-style-type: none"> Experience of working within a leadership team (in a Nursery, Pre-School, School) Experience of being a DSL Leading staff meetings Experience of conducting performance management process including induction, supervision meetings, appraisals and setting objectives Experience of using audits and resourcing appropriately within agreed budgets
Key Skills & Abilities	<ul style="list-style-type: none"> Commitment to providing high quality childcare Ability to plan and oversee a broad and balanced curriculum Ability to create a stimulating and inclusive environment Ability to effectively lead and manage a team of adults Effective communication with parents, carers, colleagues and other professionals Accurate record keeping Implementation of high health and safety standards Experience in managing staff, motivating teams and recruiting new staff members A commitment to a promoting a safe working culture for staff and children 	<ul style="list-style-type: none"> Ability to manage budgets and financial record Ability to effectively market the setting

<p>Knowledge</p>	<ul style="list-style-type: none"> • Confident understanding of the EYFS statutory framework and current legislation • Knowledge and understanding of Child Protection and Safeguarding • Excellent knowledge of child development • A positive approach to learning and gaining new skills through teamwork and training opportunities 	<ul style="list-style-type: none"> • Understanding of OFSTED inspection framework • Understanding of the teaching of early phonics
<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Pro-active and self-motivated approach to work • High levels of personal organisation skills • Flexibility – occasionally working hours might be changed, eg. if the setting hosts a Parent’s Evening • Enthusiasm for giving children the highest quality care and education opportunities • A creative and enthusiastic approach to teaching • Good organisational, record keeping, planning skills • Excellent written and verbal communication skills, with colleagues, parents, carers and children • A positive approach to inclusive practice, with children, colleagues, parents and carers • Punctuality 	