

Job Title: Preschool Manager

Location: Great Dalby Preschool

Hours: 32 hours term time only

Salary: £21,600 annually

Responsible to: Committee

Responsible for: Deputy Manager, Early Years Practitioners, Support Staff, Students/Volunteers

Job Purpose

The Preschool Manager is responsible for the overall leadership, management, and day-to-day running of the preschool, ensuring high-quality early years education and care in line with the EYFS, Ofsted requirements, and relevant UK legislation. The role involves leading staff, maintaining excellent standards of practice, and creating a safe, nurturing, and stimulating environment for children.

Key Responsibilities

Leadership & Management

- Provide strong, effective leadership to staff, fostering a positive and inclusive team culture
- Recruit, induct, supervise, and appraise staff, including managing performance and professional development
- Ensure appropriate staff deployment and ratios at all times
- Lead regular staff meetings and training sessions

Safeguarding & Welfare

- Act as the Designated Safeguarding Lead (DSL) or ensure a trained DSL is in place
- Ensure safeguarding, child protection, health and safety, and welfare requirements are fully met
- Maintain accurate records relating to children, staff, and safeguarding concerns

Curriculum & Practice

- Ensure delivery of a high-quality EYFS curriculum tailored to individual children's needs
- Monitor planning, observations, and assessments to support children's learning and development
- Promote inclusive practice and support children with additional needs
- Ensure smooth transitions for children into and out of the setting

Compliance & Quality Assurance

- Ensure the preschool meets all Ofsted, EYFS, and local authority requirements
- Prepare for and lead Ofsted inspections
- Develop, implement, and review policies and procedures regularly
- Maintain accurate registers, records, and documentation

Parent & Community Engagement

- Build strong, professional relationships with parents and carers
 - Handle parent queries, concerns, and complaints appropriately
 - Communicate effectively about children's progress and wellbeing
 - Work in partnership with external agencies and professionals
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Person Specification

Essential

- Level 3 qualification in Early Years Childcare (minimum), Level 5/6 desirable
- Significant experience working in an early years setting
- Experience in a leadership or management role
- Thorough knowledge of the EYFS and Ofsted framework
- Strong understanding of safeguarding and child protection
- Excellent communication and organisational skills
- Enhanced DBS check

Desirable

- Level 5 or Level 6 Early Years qualification or EYTS
 - Paediatric First Aid certificate
 - Experience managing budgets and inspections
 - Knowledge of SEND and inclusive practice
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Personal Qualities

- Caring, enthusiastic, and child-centred
- Confident leader with a professional approach
- Able to work under pressure and manage priorities
- Committed to continuous improvement and best practice