**Preschool Manager**

We are looking for a highly dedicated individual who is looking for the opportunity to be our **Preschool Manager** based in Bollington. This role would suit a highly motivated, organised, enthusiastic and creative person. A natural leader that possesses excellent time management and people skills. Our Preschool is a lively setting with lots of creativity and have a well established and experienced team who are dedicated to the care of children.

**Responsibilities include but are not limited to the following:**

* Managing an established team of practitioners, Mid-day staff and Apprentices.
* Ensure that all children attending the setting are kept safe and receive rich and stimulating play experiences appropriate to their age and stage of development.
* Ensuring that all legislation in relation to Ofsted registration, special needs, safeguarding and Health and Safety is complied with and that company policies and procedures are adhered to.
* Deploying staff appropriately and working closely with the Deputy Manager
* Understanding of recruitment and selection
* Co-ordination of tasks and responsibilities and the ability to delegate where necessary

**The ideal applicant:**

* Must be at least Level 3 qualified in a relevant childcare qualification or above and worked in a similar setting for 3 years
* Have a detailed understanding of the requirements set by Ofsted
* Experience of managing budgets,
* An excellent knowledge of the EYFS and experience of working with children and families
* Experience of managing/supervising staff
* Extensive knowledge of Safeguarding
* Experience of Recruitment procedures
* Experience of working with SEN
* Experience of writing and implementing Policies and Procedures.
* Experience of working in partnership with parents and outside agencies.
* Able to demonstrate multi agency working and experience of leading staff meetings,
* Managing and maintaining administration requirements
* Be flexible and cover additional hours as required.
* Committed to your own Continuous Personal Development and that of the team.

**Job Type**: 34 – 41 hours per week Term Time between the hours of 8am & 5pm

**Salar**y : 17k-22k dependent of qualifications and experience

**Experience:**

* Management: 2 years (Preferred)
* Childcare: 3 years (Required)

**Qualifications:**

* NVQ Level 3 in Childcare (Required

**Desirable skills**

NVQ 5 or above in Early Years or Children and Young peoples services

Use of IT such as Tapestry, Sage, Excel, Word

Applications to be submitted by Friday 22nd February

Interviews will take place between 28th February – 8th March