



Pre-School Manager Application Pack

Pre-School Setting Manager Application Pack

Post title	Pre-School Manager
Locations	HEMSWORTH ~ The Woodland Pre-School at West End Academy or KINSLEY ~ The Meadow Pre-School at King's Meadow Academy
Salary & Grade	Grade 7 £27,714.00 - £30,558 (£14.17 - £15.63 / hour) awaiting pay award
Hours	37.5 hours per week 7:30 – 3:30 All year round 2 x Permanent positions

Waterton Pre-Schools is extremely excited to be opening two new pre-schools in the Autumn of 2023. We are looking for outstanding, experienced practitioners to join us at this crucial point in creating and developing our new pre-schools for the children and families of the communities we serve. Working with the Executive Headteacher and Senior Manager you will help to develop then lead one of our new Pre-School settings, developing positive relationships with the children and families that will move up into the main school.

Our vision is to create a collection of pre-schools attached to our schools to provide the best early years education and care for our children, providing the best start to their educational journey. As a not for profit organisation our focus is our children, we invest in our staff and our provision to ensure we are offering high quality provision to our families. Our aim is to create a happy and inspiring environment with highly skilled and trained staff that help to support children to thrive and achieve their true potential in an environment that is best suited to their needs. You will become an integral part of a team of highly skilled staff who work tirelessly to ensure successful outcomes and enjoyable learning experiences for our children. You will work together in a supportive team that will include an Executive Headteacher, a Senior Manager, your Deputy Manager an Administrator and Key Workers. You will have the opportunity work closely with our other manager and will be supported via regular management meetings.

Waterton Pre-Schools' aim is to ensure all children receive the education and care that they deserve and as such we offer a safe and supportive Early Years Foundation Stage environment in which every child can reach their full potential. Our Pre-Schools offer sessional and full day care for children aged 2-5 all year round.

This exciting role brings with it an opportunity to work closely with the Pre-School Executive Headteacher and senior team in shaping the direction of the service, developing the curriculum, designing the environment and growing your own team. You will be leading your setting with the support of the Senior Manager and working alongside the Early Years team within the school and our central team. Appropriate induction; training and support will be given to ensure that you are successful in this role and that your professional development is supported.

Our Pre-Schools are supported by our highly regarded academy trust central business support team. Key functions such as finance, premises, HR and ICT technical support are provided by the central team.

The posts are to commence 1st September 2023

We are looking to appoint someone who:

- Will deliver our core purpose of providing all children with the best possible Early Years Education and Care, supporting inclusion and can respect and cater for individual children's needs
- Has a deep knowledge of the EYFS and can plan and provide a suitable environment and activities to enhance learning
- Is highly motivated and a good communicator, able to motivate and lead a team to deliver high standards in a positive and creative environment
- Will be a supportive and welcoming presence in the setting and develop positive working relationships with parents

In return, we can offer:

- A friendly, welcoming, professional environment
- A supportive and forward-thinking leadership team
- Strong links with our schools and with outside agencies
- A great team of dedicated and committed staff
- A commitment to your professional development and an exciting opportunity to work within a multi-academy trust including opportunities to work alongside early years practitioners from our trust schools and to participate in Trust wide activities and events
- A competitive salary with annual increments
- An excellent pension package
- A wellbeing package including our own Wellbeing Leader
- Free early years child care in any of our pre-school settings
- Free DBS and update service
- Free training + paid to attend
- Free uniform
- Free refreshments
- Free parking
- A cycle to work scheme

Dear Colleague,

Thank you for taking the time to read this pack in considering if this is the role for you. If you are energetic, dynamic, dedicated and passionate about Early Years Education and Care, suitably qualified and have leadership experience in the field I would love to hear from you. This is an exciting time for Waterton Pre-Schools as we open our third and fourth settings. You will work alongside me and be part of the development from the start; designing and creating the learning environment and recruiting your team. You will have the opportunity to work closely with the Managers of our existing successful and oversubscribed Pre-Schools and have the support of the Pre-School's Senior Manager, Business and Finance Manager and the Trust's Central Team.

Your Pre-School will be Governed by the Pre-Schools Trust Board who set our strategic direction and ensure that we provide safe, secure and stimulating environments where children can learn through play at their own pace with plenty of adult support.

We are looking to add to our excellent team of dedicated staff, most of whom have been with us for many years. We work closely with parents and carers, our schools, professionals and outside agencies such as special educational needs support services, social services and paediatric therapists.

The wellbeing of our staff is important to us. Our teams are supported via staff supervisions and annual performance management appraisals. Professional Development for all staff is built into our development plans to ensure that everyone can be the best practitioners that they can be and we keep up to date with our practice and provision for children.

Our mission is to provide high quality early years education and childcare in a friendly, safe, caring and stimulating environment where all children and adults are valued and treated as individuals, respected, feel confident and part of our Waterton Pre-Schools family.

If this sounds like something you want to be a part of then come and join us, make a difference, nurture our children to enable them to reach for the stars!

I look forwards to hearing from you.

Yours sincerely,



Mrs Becky Cook

Executive Headteacher





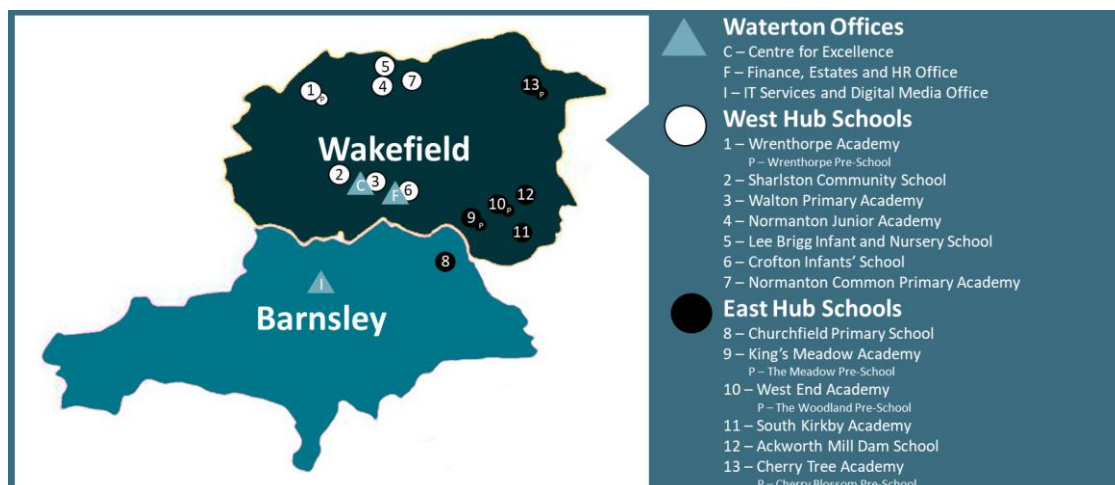
About the Trust

Our vision is to create a collaborative of schools and Pre-Schools that work together to deliver excellence; a collective where teaching and learning is paramount and children enjoy and engage in a rich and relevant curriculum. We strive to foster a culture of high aspiration amongst all our children and to create an environment where everyone reaches their full potential, regardless of their social, economic or cultural background and where success truly is a shared experience.



The creation of the Centre for Excellence is the single most important development the trust has delivered in recent years. The centre has become the beating heart of our school improvement strategy, CPD offer, partnership working and the main conduit for our blended learning provision. Our School Improvement Team are based in the CfE and leaders from across the trust work alongside them to develop practice and provision. We believe that excellence is delivered through investing in people.

The trust has maintained a manageable geographical partnership area, one where staff and central team colleagues are able to travel between each other within a reasonable time frame. There are currently thirteen academies and four Pre-Schools in the trust, all are within the Wakefield and Barnsley boundaries and therefore find it easy to attend INSET, CPD and trust events. The trust has adopted a Hub Model to further support collaborative working and allow for future growth.



Why Choose Waterton Pre-Schools?

Everything we do is about creating a team of committed professionals who share our ambition for our young children within high quality learning environments.

We are committed to providing employees with a safe, healthy and supportive environment in which to work.

We seek to reduce disadvantages, discrimination and inequalities of opportunity.

We promote diversity.

We recognise the need to support our team members to enable a healthy work life balance.

We are able to draw upon expertise from across the organisation.

Colleagues collaborate and share best practice through our networks.

Our partners are of the highest quality and colleagues have the opportunity to work alongside sector leaders such as the EEF, Early Education and Research School Network.

Flexible working arrangements are promoted across the organisation where possible, to enable our team members to manage their work, life and family commitments.

Job Description

Job Title:	Pre-School Manager
Employer	Waterton Pre-Schools
Reporting to:	Pre-School Executive Headteacher
Grade:	7
Workplace:	Various

Purpose of the Post:	<p>To lead and manage a Pre-School provision in line with the EYFS framework at the highest standard which enables all children to develop to their full potential.</p> <p>The post-holder has responsibility to initiate, develop, implement and manage working practice and systems for:</p> <ul style="list-style-type: none">• the curriculum• staffing• day to day finance, administration and marketing requirements• site, facilities and resources• health and safety
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Responsibilities:	<ul style="list-style-type: none">• Promote the aims and objectives of the Pre-School• Promote high standards at all times ensuring compliance in all areas in the best interests of children.• Market and advertise as necessary to ensure the provision operates at full capacity• Supervise all staff in their duties ensuring that effective recruitment and induction, training and development, appraisal and good conduct is in place• Develop robust policies and procedures ensuring children's safety and wellbeing is maintained at the highest standard• Undertake accurate self-evaluation and planning for continual improvement• Co-ordination of new admissions and transition of children into school/s
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	<ul style="list-style-type: none"> • Maintaining appropriate systems to monitor and record child development and progress • Oversight and quality assurance of child progress • Oversee planning, ensuring appropriate resources and groups are designated for learning in key curriculum areas and for children with additional needs • Organise and undertake staff supervision meetings • Chair team meetings with staff ensuring an agenda and minutes are available • Liaise with parents/carers, local authority, agencies or professional bodies to help ensure that all needs are met • Oversee the efficient upkeep and security of the building / grounds and maintenance of equipment, furniture and fittings • Administration of invoices and petty cash • Ensure trips are appropriately organised and managed • Provide regular reports to the Committee • Communicate and engage with parents through regular questionnaires, newsletters and workshops • Promote and lead on a calendar of events, including parents' evenings • Share information passed on by parents / school staff with colleagues as required to maintain high standards of safety and care • Undertake any administrative duties relevant and appropriate to this post • Order equipment and resources as required • Other duties commensurate with the grade of the post
<p>Expectations of All Employees</p>	<ul style="list-style-type: none"> • Full working knowledge and compliance with policies and procedures relating to child protection, health, safety and security, confidentiality, HR and data protection, reporting all concerns to an appropriate person • Be aware of and support difference and ensure equal opportunities for all • Working knowledge of the education sector • Contribute to the overall ethos/work/aims of the Pre-Schools organisation, Academy Trust and member academies

	<ul style="list-style-type: none"> • Appreciate and support the role of other professionals • Attend and participate in relevant meetings as required • Participate in training and other learning activities and performance development as required
Additional Information:	The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.
Responsibilities for Resources:	<p>Employees (Supervision): Deputy Manager, Key-Workers and Play Leaders</p> <p>Financial: Assigned responsibility for day to day management of budget including petty cash, assets, resources and confidential information</p> <p>Physical: Operational responsibility for physical resources, procurement and deployment of resources</p>
Customers and Clients:	<p>The post holder works closely with young children and work involves direct impact on the wellbeing of children through undertaking tasks or duties related to the post</p> <p>Regular interaction with parents, colleagues and school staff</p>
Working Conditions:	<p>Office and setting based. Indoor and outdoor learning environments designed for the education and care of young children.</p> <p>The post may involve contact with people which through their circumstances or behaviour may occasionally place emotional demands on the post holder.</p> <p>The nature of the post may involve periodic requirements for considerable effort, e.g. lifting or carrying of children and resources.</p>
Characteristics of the post:	<ul style="list-style-type: none"> • The ability to occasionally attend meetings out of hours as required by the Executive Headteacher. • Employees are encouraged to participate in training activities in order to enhance their own personal development. • All employees have a responsibility for promoting and safeguarding the welfare of children and young people. • Employment checks are required: <ul style="list-style-type: none"> ○ Evidence of entitlement to work in the U.K.

	<ul style="list-style-type: none"> ○ Evidence of essential qualifications ○ Two satisfactory references ○ Confirmation of medical fitness for employment ○ Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.
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Person Specification

AF: Application Form

I: Interview

CQ: Certificates/Qualifications

R: Reference

OT: Occupational Task

P: Presentation

Education & Training		Essential	Desirable	How Identified
Formal qualifications & relevant training	Level 3 qualification in early years childcare or child development	X		AF/C
	Management / supervisory training	X		AF/C
	Safeguarding training	X		AF/C
	Level 4 or 5 qualification in early years management or related subject		X	AF/C
	Paediatric First Aid qualification		X	AF/C
	Food Hygiene qualification / training		X	AF/C
Experience				
Ability to undertake duties of the post	3 years' experience in a senior role for an early years or relevant setting	X		AF/I/R
	Motivating and leading a team to deliver a high standards	X		AF/I/R
	Successful implementation and working within the EYFS statutory framework	X		AF/I/R
	Data Protection Issues		X	AF/I/R
	Promoting / marketing for sustainability		X	AF/I/R
	Experience of funding application and/or report writing		X	AF/I/R
Knowledge				
Includes abilities	Thorough knowledge of EYFS and safeguarding procedures	X		AF/I/OT

	Knowledge of particular health and safety issues relevant to age range	X		AF/I/OT
	Sound understanding of child development and meeting children's needs	X		AF/I/OT
	Experience of working in partnership with parents and stakeholders	X		AF/I/OT
	Creative in designing a programme of engaging activities to enhance learning	X		AF/I/OT
	Ability to effectively organise with constantly changing needs and demands	X		AF/I/OT
	Knowledge of Ofsted expectations and framework	X		AF/I/OT
	General administrative skills and a range of IT skills	X		AF/I/OT
Physical Skills				
Includes any specific physical requirements of the post (subject to the provisions of the DDA Act)	Ability to participate in physical play and active-based learning	X		AF/I
Suitability to work with children and young people				
Issues relating to safeguarding and promoting the welfare of children and young people	Satisfactory DBS disclosure and standard Trust pre-employment checks Ability to work in a way that promotes the safety and well-being of children and young people	X		I/R DBS
Additional Requirements				
	Friendly, patient and enthusiastic in nature	X		AF/I
	Ability to communicate effectively and relate well to children and adults	X		AF/I
	Professional approach	X		AF/I
	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the provision	X		AF/I
	Committed to professional development in connection with the post	X		AF/I

	Work in accordance with the Trust's core values and behaviours	X		AF/I
	A commitment to equality/diversity in the workplace and the wide community	X		AF/I
	A commitment to safeguarding and promoting welfare for all	X		AF/I

Next Steps

Further Details

For further information about the post, please contact Pre-School Executive Headteacher Becky Cook on 01924 370770 or email bcook@watertonacademytrust.org

Candidates are encouraged to visit our Pre-Schools by appointment. This will be an opportunity to view the setting and meet key Pre-School staff. Please call 01924 370770 to arrange your visit.

To Apply

Completed application forms should be returned by email to meverett@watertonacademytrust.org by the closing date below.

Applicants are requested to submit a completed application form which can be downloaded from the recruitment page on the trust's website. www.watertonacademytrust.org

Selection Timeline

Closing date: Friday 2nd June 2023 at midday

Shortlisting: Monday 5th June 2023 pm

Interviews: Tuesday 13th June / Thursday 15th June 2023

Waterton Academy Trust is wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare and expect all staff and volunteers to share this responsibility. The Trust has policies and procedures relating to safeguarding and child protection available on request.

Waterton Academy Trust follows safer recruitment processes which all applicants will be subject to. This includes the interview process containing questions about the safeguarding of children and the disclosure of criminal records and other vetting checks.

An enhanced DBS check is required for the successful candidates, this process is completed by an online third-party company. All successful candidates are required to join the DBS update service.

The position is also subject to two satisfactory references. Shortlisted candidates will be asked to provide details of any unspent convictions and those that would not be filtered, prior to the date of the interview.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on request.

Waterton Academy Trust is wholly committed in ensuring that all employees, future employees and applicants are treated equally regardless of age, disability, gender reassignment, marriage and civil partnership, maternity, race, religion and belief, sex and sexual orientation.