

# Sandcastles Pre-School



**Bacton Primary School, Walcott Road, Bacton, NR12 0EY**

part of The Coastal Federation



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## Pre-School Manager

Sandcastles is a Pre-school set in the grounds of Bacton Primary School, part of The Coastal Federation located on the North Norfolk Coast, managed by a committee of parents and school staff.

A position is available for an enthusiastic manager responsible for leading, inspiring and managing the pre-school staff on a day-to-day basis. We are looking for someone exceptional to lead the pre-school forward and build upon its progress.

Working 38 weeks a year term time only

Initially starting with 17.5 hours per week with the potential to increase

Hourly rate £10.27

The setting manager will be responsible for managing the day to day running of all aspects of the pre-school including communicating with staff, parents/ carers and providing a high level of care and education to the children whilst ensuring the preschool complies with all aspects of the EYFS and OFSTED regulations.

### Key Responsibilities:

- To have a clear vision for the continued development and growth of the pre-school.
- To oversee the day to day running of the pre-school.
- To implement the Early Years Foundation Stage and oversee planning needed to provide a high quality teaching and learning environment.
- To be responsible for the development and daily management of staff and volunteers and work closely with the Committee in managing the setting.
- To implement regular Supervisions

- Keeping up to date with legislation, local and national guidance and communicating this to the staff.

You will need to have the following qualifications, training and experience:

- A minimum qualification of Level 3 in Early Years and relevant experience in a supervisory/managerial post in an Early Years setting
- A minimum of 2 years relevant experience.
- A knowledge and understanding of the role of SENCo
- Excellent communication skills
- Knowledge of statutory legislation
- Administrative knowledge including Government funding.

Sandcastles is an equal opportunity employer and is committed to safeguarding the children in our care.

This position is subject to the candidate having full enhanced DBS checks and the receipt of two suitable references.

For more information and a full Job Description please contact us at:  
[businessmanager@coastalfederation.com](mailto:businessmanager@coastalfederation.com)

To apply please email: [businessmanager@coastalfederation.com](mailto:businessmanager@coastalfederation.com)

Closing date – 25/01/2019

Interview date - 29/01/2019

Start date – 04/03/2019