

# The Coastal Federation

Bacton Primary, Mundesley Infant (SRB) and Junior Schools

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'together aspire, together achieve, together we are stronger...'

## Starfish Pre-school Manager

Starfish is a Pre-school set in the grounds of Bacton Primary School and forms part of The Coastal Federation located on the North Norfolk Coast, managed by The Coastal Federation Governing Body.

A position is available for an enthusiastic Pre-school 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 22 hours per week with the potential to increase

Grade E 7-10

Hourly rate £10.13 to £10.97

The Pre-school 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 Head of Schools at Bacton 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
- 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.

Starfish 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 – Wednesday 25th March 2020

Interview date - Tuesday 31st March 2020

Start date – Monday 11th May 2020