

CANDIDATE INFORMATION PACK

Welcome

Thank you for your interest in joining our preschool team. This pack provides an overview of our setting, the role of Preschool Deputy Manager, and the qualities we are looking for in the successful candidate. We hope it helps you decide whether this is the right next step in your early years career.

About Our Preschool

Our preschool is a warm, nurturing, community-centred setting where children aged 2–4 learn through play, exploration, and meaningful relationships. We are committed to:

- High-quality early years education
- Inclusive practice
- Strong partnerships with families
- A safe, caring, and stimulating environment
- Professional development and reflective practice

We are proud of our dedicated team and are looking for someone who will contribute to our positive, collaborative culture.

The Role: Preschool Deputy Manager

This is a key leadership role within our setting. You will work closely with the Preschool Manager to ensure the smooth running of the preschool day, deliver and support high-quality teaching and learning, and ensure there is a safe, nurturing environment for all children.

You will take responsibility for the setting when the Manager is absent.

Key aspects of the role include:

Leadership & Room Management

- Leading the daily operation of the preschool room, working closely with the manager
- Supporting and guiding staff
- Ensuring ratios, routines, and deployment meet statutory requirements
- Take responsibility for the setting when the manager is absent

Teaching, Learning & Curriculum

- Planning and delivering an engaging EYFS-aligned curriculum
- Ensuring high-quality interactions and purposeful play
- Monitoring children's progress
- Supporting early language, literacy, and numeracy

Key Person Responsibilities

- Building warm, trusting relationships with children and families
- Completing observations, assessments, and next steps
- Supporting transitions and individual needs

Safeguarding & Compliance

- Acting as Deputy Designated Safeguarding Lead
- Following safeguarding procedures
- Maintaining accurate records
- Ensuring practice meets Ofsted and statutory requirements

Partnership Working

- Communicating effectively with parents and carers
- Liaising with external professionals
- Sharing information appropriately

Teamwork & Professional Development

- Acting as a role model for best practice
- Supporting induction and mentoring
- Contributing to a positive team culture

For the full Job Description and Personal Specification, please see separate document.

What We Are Looking For

We are seeking someone who:

- Leads with warmth, confidence, and integrity
- Understands the importance of high-quality interactions
- Can support and guide colleagues professionally
- Is reflective and committed to continuous improvement
- Has strong safeguarding judgement
- Builds positive relationships with families
- Brings energy, creativity, and calm to the room

What to Expect in the Interview Process

Our interview process is designed to help us understand your experience, judgement, and approach to early years leadership.

The process includes:

1. Competency-Based Interview

Questions will explore your experience in leadership, curriculum, safeguarding, teamwork, and partnership with families.

2. Scenario-Based Questions

You will be asked to respond to realistic situations you may encounter in the role.

3. Practical Task

This may involve:

- A short interaction with children
- Planning a brief activity
- Talking through how you would support a child or colleague

4. Opportunity to Ask Questions

We welcome your questions about the role, team, or setting.

Our Commitment to You

If you join our team, you can expect:

- A supportive, collaborative working environment
- Opportunities for training and professional development
- Clear leadership structures
- A setting that values reflective practice
- A warm, child-centred ethos

How to Apply

Please complete the online application form.

Please note: there is no public transport to the village, you will need your own transport but there is ample parking in a car park, adjacent to the setting.

Shortlisted candidates will be contacted with interview details.