



## JOB DESCRIPTION

### Pre-School Manager (Steps Pre-School)

**Reporting:** The Associate Vicar

**Hours Worked:** 32 hours per week, term time only

#### **Purpose of the Role**

The Pre-School Manager is responsible for the overall leadership, management, and development of Steps Pre-School. The post holder will ensure the setting operates safely, effectively, and in full compliance with the Early Years Foundation Stage (EYFS), safeguarding legislation, and Ofsted requirements.

Steps Pre-School is an integral part of St Stephen's Church. The Manager will actively promote and develop the Christian ethos of the setting, nurturing children spiritually, socially, emotionally, and educationally within a safe, caring, and inclusive environment.

The Pre-School Manager is the **Designated Safeguarding Lead (DSL)** and is accountable for embedding a strong safeguarding culture across all areas of practice.

#### **Key Responsibilities**

##### **1. Leadership and Management**

- Provide strong, positive leadership to ensure the highest standards of care, learning, and development.
- Lead the strategic development of Steps Pre-School in line with the vision and ministry of St Stephen's Church.
- Work closely with the Associate Vicar, Steps Resource Support Group, and Pre-School Administrator.
- Ensure the setting is positioned as the **provider of choice** for families within the local community.
- Manage resources effectively, including staffing, budgets, and premises.

##### **2. Safeguarding and Child Welfare**

- Act as the **Designated Safeguarding Lead**, ensuring all safeguarding policies and procedures are fully implemented and understood by staff.
- Ensure the safety, wellbeing, and welfare of all children is **always paramount**.
- Maintain up-to-date safeguarding training and ensure staff receive appropriate training and supervision.
- Ensure compliance with all child protection legislation and local authority guidance.
- Work within the SEND Code of Practice, ensuring inclusive practice for all children.

### **3. Curriculum and Quality of Education**

- Develop, implement, and monitor a **rich, creative, and inclusive curriculum** that:
  - Meets the requirements of the EYFS
  - Is tailored to each child's age, stage, and individual needs
  - Reflects the Christian ethos of the setting
  - Makes learning exciting, purposeful, and enjoyable
- Ensure effective deployment of staff so that all children receive appropriate support, challenge, and continuity in their learning.
- Ensure activities reflect the linguistic, cultural, and religious diversity of the community.
- Maintain high standards of assessment, observation, and planning.

### **4. Christian Ethos**

- Demonstrate a positive commitment to the Christian faith and model Christian values in daily practice.
- Promote and nurture Christian values such as kindness, honesty, compassion, trust, respect, and self-worth.
- Support the Christian life of the pre-school through age-appropriate activities, including:
  - Daily prayer
  - Bible stories
  - Celebrating Christian festivals such as Christmas and Easter
  - Providing Christian books and learning resources
- Strengthen links between the pre-school, families, and St Stephen's Church.

### **5. Parents and Families**

- Build strong, trusting relationships with parents and carers.
- Communicate effectively with families regarding children's progress, wellbeing, and development.
- Encourage parental involvement and partnership working.
- Offer support and guidance to families where appropriate.
- Promote cooperation and joint involvement between parents, carers, and church members.

### **6. Staff Management and Development**

- Lead the recruitment, induction, and retention of staff, ensuring all practitioners are suitably qualified and vetted.
- Foster a positive, supportive working environment where staff feel valued and motivated.
- Implement an effective key person system.

- Provide regular staff meetings, supervision, appraisal, and performance management in line with St Stephen's Church procedures.
- Ensure ongoing professional development for all staff.
- Monitor practice through observations and support continuous improvement.

## **7. Finance and Sustainability**

- Work with the Pre-School Administrator to ensure the long-term financial viability of Steps Pre-School.
- Contribute to budgeting, fee reviews, and financial planning.
- Ensure compliance with the financial policies of St Stephen's Church.

## **8. Premises, Health and Safety**

- Ensure the premises, equipment, and outdoor areas are safely and securely stored, cleaned, maintained and fit for purpose.
- Conduct and record regular risk assessments.
- Report building maintenance or repair issues to the Operations Manager.
- Ensure secure access to play areas and outdoor spaces.
- Respect the garden's status as consecrated ground and cooperate with other users of church facilities.

## **9. Administration and Compliance**

- Ensure the setting remains registered with all relevant statutory and regulatory bodies.
- Maintain accurate, up-to-date records in line with Ofsted, EYFS, and Local Authority requirements, including:
  - Attendance registers
  - Accident and incident records
  - Staff and safeguarding documentation
- Maintain confidentiality and secure storage of sensitive information.
- Ensure all policies and procedures are regularly reviewed, updated, and communicated to staff.
- Work with the Operations Manager to ensure staff records are up to date and compliant with Employment Law.

## **Key Relationships**

- St Stephen's Church
- Steps Resource Support Group
- Ofsted
- Kent County Council
- Local schools and early years providers
- Other relevant professional bodies

## Safeguarding and Legal Requirements

- This post requires an **Enhanced DBS disclosure including barred list checks.**
  - **Genuine Occupational Requirement:**  
This role is subject to a Genuine Occupational Requirement that the post holder is a **practising Christian whose lifestyle is consistent with the values and doctrine of the Christian faith**, in accordance with the Equality Act 2010.
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## Person Specification

### Essential Criteria

- Level 3 Early Years qualification or above (or equivalent), with a minimum of two years' post-qualification experience.
- Practising Christian with a lifestyle consistent with the Christian faith.
- Proven experience of leading and managing a staff team.
- Strong knowledge and practical application of the EYFS.
- Sound understanding of child development and how children learn.
- Excellent interpersonal and communication skills.
- Ability to work positively with parents, colleagues, and external professionals.
- Strong organisational and time-management skills.
- Ability to complete management and administrative tasks accurately, including record-keeping and basic financial information.
- Proactive approach to problem-solving.
- Commitment to ongoing professional development.

### Desirable Criteria

- Current Paediatric First Aid Certificate.
- Food Hygiene Certificate.
- Experience of working in partnership with a church or faith-based organisation.
- Willingness to foster good relationships and communication between Steps Pre-School and the staff of St Stephen's church.