



## Head of Pre School

<b>Job Title:</b>	Head of Pre School	<b>Job Holder:</b>	N/A
<b>Department:</b>	Preparatory	<b>Location:</b>	Cortayne Road
<b>Reporting to:</b>	Manager and Principal	<b>Salary:</b>	£21,000- £23,000 PA

Parson's Green Nursery is a small independent and family orientated nursery situated in the heart of Parson's Green. Our focus is very much on creating a warm home away from home atmosphere for the whole nursery community, children, parents and staff alike. We are a privately run nursery with hands on involvement from the nursery owner. We are open 51 weeks a year and staff have 28 days AL per year.

We are currently looking for a Room Leader for our eldest (pre school) class for children aged 3 ½ - 5, the class has approx. 18 – 20 children.

- Salary £21,000 - £23,000 dependant on qualifications and experiences.
- Start Date Flexible for the right candidate any time between September – November 2018

### **This role would involve**

- Leading all aspects of provision in this age group.
- Monitoring and role modelling practice
- Caring for supervising and interacting with children.
- Plan Prepare and Carry out diverse and valuable activities with children.
- Key worker responsibilities.
- Managing the running of the room and two other staff.
- Liaising with Parents.
- Ensuring the children have access to a range of rich learning opportunities and activities.
- Safeguarding children.
- Ensuring staff development.
- Developing staff practice ensuring staff development.

### **Key Attributes/Skill:**

- A minimum of a Level 3 qualification (NARIC required if qualification gained abroad)
- Experience leading and managing a small team
- Extensive knowledge of the EYFS learning and development requirements
- Confident to communicate with parents
- Organised, punctual and reliable.
- Fluent Written and Spoken English

### **Benefits for Staff**

- A great working environment with, supportive management and a kind friendly team. We are totally independent with lots of involvement from the nursery owner and manager who have been at the nursery for over 10 years.
- Christmas Bonus Scheme
- Access to three days a year of in house training as well as online training courses.
- Staff Parties events parties and bonding days/events.
- Career progression and development opportunities.

### **Person Specification**

	<b>Desirable</b>
<b>Qualifications</b>	Minimum Level 3 in Child care, QTS or Early years Degree is Desirable.
<b>Experience</b>	Previous experience managing a small team and working with children aged 3 – 5 years. Phonics experience is preferable.
<b>Skills</b>	Computer literacy, organisational skills. Fluent Written and Spoken English. Excellent communication Skills. Reliable.
<b>Personal Characteristics</b>	Good interpersonal Skills, friendly, outgoing, approachable, Efficient, reliable and a good level of common sense.

