



Registered Charity No: 1214073  
 Registered Ofsted No: 2898628  
 Long Street Road, Hanslope, MK19 7BL  
 www.hanslopepreschool.org

<b>Job Title:</b> Practice Manager	<b>Responsible to:</b> Chairperson and Committee
<b>Job Hours / Location</b>	8:15am – 3:30pm Mon – Fri inclusive based on site at Hanslope PreSchool – Term Time only
<b>Job Purpose:</b> To lead and manage the daily operations of Hanslope Pre-school, planning a curriculum that meets the Foundation Stage requirements and the Ofsted National Standards, ensuring a safe, happy, caring environment for the children, and providing leadership and guidance to staff.	

The essential and desirable criteria are set out below. Essential criteria is in red font and must be evidenced to meet the minimum shortlisting requirements.

## Qualifications

Criteria	Essential	Desirable
Full and relevant Early Years qualification at Level 3 or above recognised by the Department for Education	✓	
GCSE (or equivalent) Grade C/4 or above in English and Maths	✓	
Paediatric First Aid Certificate (or willingness to obtain immediately)	✓	
Safeguarding and Child Protection training appropriate for a Designated Safeguarding Lead (DSL)	✓	
Level 5 Early Years qualification		✓
Early Years Teacher Status (EYTS), Qualified Teacher Status (QTS) or equivalent		✓
Leadership and Management qualification (e.g. Level 5 Leadership & Management, NPQ, ILM, CIPD)		✓
SENCO training		✓
Safer Recruitment training		✓

## Experience

Criteria	Essential	Desirable
Experience working in an early years setting within the EYFS framework	✓	
Experience leading or supervising staff	✓	
Experience planning, delivering and evaluating an EYFS curriculum	✓	
Experience undertaking observations, assessments and learning journeys	✓	
Experience working with parents and carers to support children's development	✓	
Experience managing safeguarding concerns and liaising with external agencies	✓	
Experience as a Designated Safeguarding Lead or Deputy DSL		✓
Experience preparing for or participating in Ofsted inspections		✓
Experience managing budgets and procurement		✓
Experience working in a charity, committee-run or voluntary sector setting		✓

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## Knowledge

Criteria	Essential	Desirable
Thorough understanding of the EYFS Statutory Framework	✓	
Knowledge of safeguarding legislation and procedures	✓	
Understanding of child development from birth to five years	✓	
Understanding of SEND Code of Practice	✓	
Knowledge of Health & Safety requirements within childcare settings	✓	
Knowledge of safer recruitment requirements	✓	
Knowledge of Ofsted inspection framework and expectations	✓	
Understanding of preschool financial management and budget monitoring		✓
Understanding of charity governance and committee structures		✓

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## Skills and Abilities

Criteria	Essential	Desirable
Ability to lead, motivate and develop a team	✓	
Strong organisational and planning skills	✓	
Ability to manage competing priorities and work under pressure	✓	
Excellent verbal and written communication skills	✓	
Ability to build positive relationships with children, parents, staff and external agencies	✓	

Criteria	Essential	Desirable
Ability to analyse information and make sound professional decisions	✓	
Competent IT skills including Microsoft Office and online learning platforms such as Tapestry	✓	
Ability to prepare reports and present information to the Committee	✓	
Social media and marketing skills		✓
Budget monitoring and financial reporting skills		✓

## Personal Qualities

Criteria	Essential	Desirable
Passionate about delivering high-quality early years education	✓	
Warm, approachable and nurturing manner with children	✓	
Commitment to safeguarding and promoting the welfare of children	✓	
High levels of integrity, professionalism and confidentiality	✓	
Positive, proactive and solution-focused approach	✓	
Commitment to equality, diversity and inclusion	✓	
Resilient and able to remain calm under pressure	✓	
Flexible and willing to undertake training and professional development	✓	
Ability to act as an ambassador for Hanslope Pre-School within the local community		✓

## Additional Requirements

### Essential

- Enhanced DBS disclosure with Children's Barred List check.
- Right to work in the UK.
- Suitable references in line with safer recruitment requirements.
- Ability to fulfil the responsibilities of Designated Safeguarding Lead.
- Willingness to undertake training required by the Committee and Ofsted.