



## Stepping Stones

Is Early Years your passion? If the answer is yes then we have an exciting career opportunity to join our team. We are looking for a skilled and creative **Early Years Pre-School Manager** who can **inspire** and **lead** their team to deliver **outstanding** early years education and care.

**Stepping Stones Pre-School**, based in Alrewas, is a **very popular charity led not for profit setting**, which operates between 0900 and 1500 Monday to Friday, and has been at the **heart of the community** for over 30 years. Our motto is 'learning through play in a **nurturing and empowering environment**'. Stepping Stones Pre-School is rated '**Good**' by Ofsted.

### Job purpose

As an Early Years Manager you will be expected to:

- Lead your team to deliver high quality early years education and care following the Early Years Foundation Stage Framework;
- manage the day-to-day operation of the setting and the health, safety and wellbeing of staff and children, ensuring all regulatory requirements, and policies and procedures are adhered to;
- lead by example inspiring your team to be creative with new ideas, take on new responsibilities, and further develop their careers in early years education;
- build relationships with parents, carers, and the wider community;
- manage the financial sustainability of the setting working with the Management Committee Treasurer;
- organise and lead regular staff meetings.
- provide operational updates to the Management Committee Trustees on a monthly basis.

### Requirements:

Successful applicants will need:

- a minimum Level 3 Early Years Education and Childcare Qualification or equivalent and ability to meet all standards set out in EYFS;
- **EYFS 2024 requirement:** Employed or internal job changes on or after 4 January 2024 must hold a level 2 Math's qualification or must achieve one within 2 years of starting in the position;
- proven post-qualification experience (preferably 2 years or more) working in early years education and childcare;
- sound IT and communication skills and ability to use Microsoft Office programmes, nursery management software (Tapestry or equivalent), social media platforms, and online portals effectively;
- the ability to multi-task and establish rapport with staff, families, and external agencies.

What we offer:

1. 100% childcare discount for staff children.
2. 6 weeks paid annual leave (includes bank holidays) to be taken in school holidays.
3. Work based pension with NEST pensions.
4. Flexible working can be negotiated.
5. Salary will be discussed on interview.

The deadline for applications is **Sunday 7<sup>th</sup> July 2024**. You will also be required to undertake an enhanced DBS check if you are successful obtaining this position and your current certificate is not subscribed to the update service.

For the full list of duties and the requirements, or if you are interested and wish to apply, please email Ian Clayton at [chair.steppingstonesalrewas@gmail.com](mailto:chair.steppingstonesalrewas@gmail.com) for the person specification and application form which accompanies this advert.