

<b>Job vacancy title</b>	Pre-school Manager (Acacia Pre School)
<b>Provider's Name</b>	Acacia Pre School
<b>Provider's Address</b>	Malden Wanderers Clubhouse, Cambridge Avenue, New Malden, KT3 4LE
<b>Contact Name</b>	Leigh Smith
<b>Phone</b>	07894 093151
<b>Email</b>	manager@acaciapreschool.com
<b>Job Description</b>	<p>We are looking for an outstanding, passionate and driven pre-school manager to join our team. The ideal candidate will need to demonstrate effective organisational skills and excellent people management skills.</p> <p>The successful candidate will ideally have at least a month's handover period to be fully inducted and ensure a smooth transition. The pre-school has been successfully managed for the last 6 years by the current manager who will be leaving at the end of this academic year.</p> <p>Main Responsibilities and Duties:</p> <ul style="list-style-type: none"> <li>• Ensure the smooth day-to-day running of the pre-school</li> <li>• Effectively lead and manage the staff team of 11 people, including recruitment and retention. Provide day-to-day guidance, training and support to all staff</li> <li>• Be a positive role model for the staff team</li> <li>• Carry out effective appraisals and supervisions</li> <li>• Lead staff meetings and inset days</li> <li>• Write / review policies and procedures annually</li> <li>• Liaise with the early years team at RBK and Ofsted</li> <li>• Keep up to date with all childcare legislation</li> <li>• Promote positive relationships with parents, children and colleagues</li> <li>• Effectively manage the budgets and occupancy levels</li> <li>• Compile the half-termly newsletter</li> <li>• Set-up and pack-away the playroom each day with other staff members</li> </ul>
<b>Days and hours of work</b>	Onsite: Monday - Friday, 8:00am - 3:30pm, term time only. You are also required to work additional hours at home as may be needed to discharge your responsibilities and to effectively manage the pre-school.
<b>Salary</b>	This role is a salaried position at a competitive rate.
<b>Qualifications</b>	A level 3 childcare qualification is essential for the role however, an Early Years Degree level 6

	<p>qualification or equivalent is desirable</p> <p>Safeguarding level 3 and paediatric first aid are also desirable</p>
<b>Experience and skills required</b>	<ul style="list-style-type: none"> <li>• Essential to have demonstrated a leadership role within a nursery setting</li> <li>• Experience and knowledge of Ofsted inspections</li> <li>• Outstanding knowledge of the Early Years Foundation Stage</li> <li>• Strong leadership skills and work ethic</li> <li>• Excellent communication and motivational skills</li> </ul>
<b>Any other information</b>	<p>To apply for this position, please send your CV to <a href="mailto:manager@acaciapreschool.com">manager@acaciapreschool.com</a></p> <p>Start date to be discussed at interview.</p> <p>Interviews to commence week beginning 25th March 2019.</p>
<b>Closing date for applicants</b>	22/03/2019
<b>Position start date</b>	01/09/2019

<b>Job vacancy title</b>	Pre-school Practitioner (Kingston Kindergarten)
<b>Provider's Name</b>	Kingston Kindergarten
<b>Provider's Address</b>	St.John's Parish Hall, Grove Lane, Kingston upon Thames. KT1 2SU
<b>Contact Name</b>	Angela Brooks
<b>Phone</b>	+442082869326
<b>Email</b>	angelabrooks.uk@hotmail.co.uk
<b>Job Description</b>	<p>We are looking for an experienced and motivated practitioner to join our small team in providing high Quality care and education. Duties will include:</p> <ul style="list-style-type: none"> <li>Being key person to a small group of children</li> <li>Planning appropriate experiences that will enable children to develop and progress</li> <li>Monitor children's progress through continuous observation and assessment</li> <li>Compile and keep up to date key group learning journals</li> </ul> <p>Q9. Salary £9.00</p>
<b>Days and hours of work</b>	<p>Days and hours of work Monday-Friday 9 am-1 pm Term time only</p>
<b>Salary</b>	£9.00 per hour
<b>Qualifications</b>	A relevant NVQ 3 in childcare recognised by Ofsted
<b>Experience and skills required</b>	<p>Confident in planning experiences to meet the requirements of the EYFS statutory framework Ability to be a supportive member of a small team</p>
<b>Any other information</b>	An enhanced DBS check will be carried out confirming suitability to work with children
<b>Closing date for applicants</b>	05/04/2019
<b>Position start date</b>	23/04/2019





