

## **The Friary Preschool Manager** (one-year, fixed-term contract)

The Friary preschool is a large and popular preschool setting operated through the Catholic Parish of Crawley and situated alongside a popular Catholic Primary School at Southgate Drive, Crawley.

The post is available on a one-year fixed-term contract covering the absence of the current permanent post-holder.

The Manager has overall responsibility for the day-to-day running of the Preschool including, the management of staff, Safeguarding and health & safety, maintaining relationships with parents, carers and other professionals, ensuring high quality Early Years education for all.

The successful applicant will be expected to:

- Have a minimum of a level 3 qualification in Early Years education and childcare.
- Have a minimum of two years experiences within management or leadership within an Early Years setting.
- Be organised, trustworthy and able to motivate others.
- Be passionate, highly self-motivated, enthusiastic about preschool education.
- Be an advocate of the Preschool's values and vision, promoting its Catholic ethos.
- Provide high quality childcare and educational opportunities.
- Be an effective communicator and committed to working at the highest standards.
- Work effectively with all team members to ensure the best possible opportunities are available for every child.
- Ensure all setting standards and policies/procedures are understood and followed.
- Ensure high standards in Safeguarding and in SEND.
- Provide proof of ability to live and work in the UK

The post is fulltime, 40 hours per week, 5 days a week during term time, from September 2019 to July 2020.

If you would like further information, please contact Mrs Suzanne Hazeltine at the Friary Preschool on 01293 403873 or via [info@friarypreschool.co.uk](mailto:info@friarypreschool.co.uk)