



Broadlands Pre-School Centre

Burrows Field, Moorend Grove

Leckhampton, Cheltenham.

GL53 0EJ

Tel 01242 256354

www.broadlandsplaygroup.org.uk

Preschool Manager

Located in the heart of Leckhampton, Broadlands is a thriving community preschool in a lovely setting. Open during term time, we care for approximately 50 children, aged between 2 and 5 years, over 10 sessions. We recently had a successful Ofsted visit and received a rating of Good with Outstanding elements. Broadlands is a popular setting, currently with most days running at full capacity. The Broadlands staff team are a friendly group and are supported by an active Committee of Volunteers.

Here at Broadlands Preschool Centre, we are looking for an experienced, enthusiastic, passionate, and forward thinking person to join and lead our dedicated team as our Preschool Manager.

The role requires someone who has excellent communication, and leadership skills as well as the ability to effectively manage a team of exceptional practitioners, ensuring the safety, care and education of the children remains at the forefront of thinking.

Appointment Details

- Annual Salary £28,500 per annum
- Reports to: Chair of the Committee
- Location: Broadlands Preschool Centre, Leckhampton
- Hours: 5 days per week (approx. 40 hours per week) - hours can be flexible but must support the core delivery hours of the setting which are 9-3.30 Monday-Friday. The role is open to be considered as an all year round position or on a term-time only basis and can be discussed at interview.
- Start Date: As soon as possible

Job Description

To provide leadership and vision to the Preschool, ensuring high quality management of the setting, including staff management, marketing, and administration. You will oversee and provide a successful, safe, high quality childcare provision, ensuring that statutory standards are met, and that children receive excellent quality care and education that meets their individual needs.

You will supervise and support the staff in the setting ensuring they can implement high standards of quality practices.

Key Areas

- Staff Management and Development.
- Business Development, Marketing, and effective business administration.
- Ensuring High Standards of Care and Education of the Children

Posts are exempt from the Rehabilitation of Offenders Act and the successful candidate will have to undergo a compulsory enhanced criminal records check. Broadlands Preschool Centre is committed to equality of opportunity and to safeguarding and promoting the welfare of children, staff, and volunteers and expects all staff and volunteers to share this commitment.

To apply for this role please send your CV and covering letter by email: broadlandspreschool@tiscali.co.uk or telephone: **01242 256354**

The closing date for applications Friday 4th November 2023.