



Charlbury Pre-School

The Old Grammar School
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Oxfordshire, OX7 3PS

01608 811200

admin@charlburypreschool.org.uk

We are expanding our management team!

Management Job Opportunities for Early Years Practitioners and Operations Managers

Are you in early years childcare and looking for a promotion, or a change to manage a new setting?

Are you a business manager, looking for a change and wanting to give to your community?

Charlbury Pre-School is expanding its management team in order to create a more balanced, enjoyable work-life load for its staff. The new management team will consist of two co-managers: an operations manager and a curriculum manager.

We are at an exciting juncture in our growth and development as a pre-school and we are looking for someone with experience and/or a desire to build on the potential of our community pre-school and the needs of our community.

We are actively recruiting dedicated and inspirational persons to join our friendly team delivering high quality care and education to children aged two to five. We would like to meet local people with energy, motivation, enthusiasm, initiative, and a love for play and learning.

We are a highly regarded pre-school which has been at the heart of our community for many years. The team provides a happy, caring, and safe environment where children feel valued as individuals and are enthused and encouraged to explore, learn, and develop at their own pace.

Operations Manager

- Lead and manage the organization and day to day running of the pre-school.
- Lead and manage policy, recruitment, research and design, communications, human resources.
- Effectively manage the pre-school budgets & fundraising in collaboration with the administrator.
- Oversee maintenance and upkeep of building, facilities, and resources.

Curriculum Manager

- Lead and manage pre-school content and delivery in line with the requirements of the Early Years Foundation Stage statutory framework.
- Lead and manage the provision of high-quality curriculum and staff education and training.
- Effectively manage support and liaison with parents/carers from first enquiries throughout their time at pre-school.
- Maintain a positive partnership with our families, community, local authorities and government bodies.

The ideal candidates will hold a relevant Early Years qualification at Level 3 or above. The operations manager will not be required to hold an Early Years Qualification, but be willing to consider enrollment in such training. A current paediatric first aid certificate, leadership experience, and SENCO experience are also desirable.

Posts are for 25-34 hours per week, during term time dates. A very competitive hourly rate is being offered, along with pension payments, and 4 weeks of holiday pay. Negotiable hours and rates also offered based on experience.

If you would like an application form, please email: admin@charlburypreschool.org.uk. For more information or if you would like to visit us, please telephone Chris on 01608 811200.

We put children's welfare and safeguarding at the heart of our provision, so an enhanced DBS check is required. Proof of eligibility to work in the UK will be required before employment commences. This post is exempt from the Rehabilitation of Offenders Act 1974.