

KIND HEARTS PRESCHOOL

Preschool Manager

Job Description & Person Specification

Where children flourish. Families belong. And people grow.

Role at a Glance

Job Title: Preschool Manager	Location: Kind Hearts Preschool
Reports to: Area Manager	Responsible for: Deputy Manager, Room Lead, Early Years Practitioners and Apprentices
Hours: Term-time only	Salary: £15–£18 per hour, depending on experience

Lead with purpose. Build with heart.

Purpose of the Role

The Preschool Manager is responsible for the overall leadership, quality, safety and successful day-to-day operation of their Kind Hearts preschool setting.

Working closely with the Area Manager and wider leadership team, the Preschool Manager will take ownership of their setting, ensuring that children receive exceptional early years experiences, families feel welcomed and supported, and practitioners are led with clear expectations, warmth and professionalism.

The Preschool Manager will be a visible and hands-on leader who understands what is happening throughout their setting. They will know their children, families and team; recognise and celebrate strong practice; identify where improvement is needed; and ensure appropriate action is taken.

The role requires someone who can balance excellent early years practice with effective people leadership, safeguarding, regulatory compliance and the sustainable operation of the preschool.

Key Responsibilities

Leadership & People Management

- Provide confident, positive and values-led leadership to the preschool team, creating a culture in which practitioners feel supported, valued and accountable for the quality of their work.
 - Set clear expectations for professional conduct, practice, routines and standards across the setting and ensure these are understood and consistently maintained.
 - Lead by example and maintain a regular presence within the preschool, observing practice, talking with children and practitioners and maintaining a strong understanding of the day-to-day experiences within the setting.
 - Delegate responsibilities appropriately, ensuring team members understand what is expected of them and are supported and held accountable for completing their responsibilities.
 - Provide regular supervision, coaching, feedback and professional development, identifying individual strengths as well as areas requiring further support or improvement.
 - Recognise and celebrate excellent practice while addressing concerns, underperformance or inconsistencies promptly, fairly and professionally.
 - Support the development of the Deputy Manager, Room Lead and other practitioners with leadership potential.
 - Lead recruitment, induction and probation processes for new members of the team in accordance with Kind Hearts safer recruitment procedures.
 - Promote effective teamwork, communication and positive professional relationships throughout the setting.
-

Quality of Education & Early Years Practice

- Ensure consistently high-quality early years practice throughout the preschool in accordance with the EYFS and the Kind Hearts ethos.
- Champion and embed Kind Hearts' child-led approach and In the Moment Planning, ensuring practitioners understand how these principles translate into meaningful everyday practice.
- Ensure the curriculum is ambitious, inclusive and responsive to children's individual interests, experiences, development and needs.
- Monitor the quality of adult interactions and support practitioners to understand how their interactions, language and relationships influence children's learning and development.

- Ensure the environment is welcoming, stimulating, purposeful and responsive to the children attending the setting.
- Monitor children's experiences, progress and outcomes, identifying where practice or provision needs to be adapted.
- Promote reflective practice and create a culture where practitioners continually consider:

“How could we make this even better?”

- Ensure children remain at the centre of decision-making and that paperwork and processes support rather than overshadow high-quality interactions and experiences.
-

Children, Safeguarding & Inclusion

Safeguarding & Welfare

- Act as the Designated Safeguarding Lead (DSL) for the preschool and maintain appropriate DSL knowledge and training.
- Promote a strong safeguarding culture in which safeguarding is understood as everyone's responsibility.
- Ensure all safeguarding concerns are recognised, recorded, reported and responded to appropriately and without unnecessary delay.
- Ensure staff understand their individual safeguarding responsibilities and have the confidence to raise concerns and professionally challenge practice.
- Maintain accurate, confidential and appropriately stored safeguarding records.
- Work effectively with Children's Social Care, the Local Authority and other safeguarding professionals and agencies when required.
- Ensure safeguarding policies, procedures, staff knowledge and training remain current and are embedded in everyday practice.
- Demonstrate professional curiosity and ensure safeguarding considerations are reflected in recruitment, staffing, environments, relationships and decision-making.
- Ensure safer recruitment procedures and appropriate pre-employment checks are followed.

SEND, Inclusion & Equality

- Champion an inclusive culture in which every child and family feels welcomed, respected and that they belong.
- Work closely with the setting SENDCo, families, external professionals and the wider Kind Hearts leadership team to ensure children's additional needs are identified and supported effectively.
- Ensure appropriate observations, assessments, plans and strategies are implemented and reviewed.
- Support practitioners to adapt environments, routines, interactions and learning opportunities to reduce barriers to participation and development.
- Promote early identification and intervention where a child may benefit from additional support.
- Ensure families are involved meaningfully in decisions regarding their child's

support.

- Promote equality, diversity and inclusion throughout the curriculum, environment, team and wider preschool community.

Children & Families

- Build warm, trusting and professional relationships with children and families.
 - Ensure families feel welcomed, listened to and genuinely involved in their child's preschool experience.
 - Maintain effective communication with families about children's experiences, development and wellbeing.
 - Respond appropriately and professionally to parental questions, concerns and complaints, ensuring issues are addressed rather than allowed to remain unresolved.
 - Ensure effective settling-in and transition arrangements for children joining, moving through or leaving the preschool.
 - Work collaboratively with families where children require additional support.
 - Develop positive relationships with local schools and support children's transitions into Reception.
 - Recognise where a family may benefit from additional support and, where appropriate, help connect them with relevant professionals and services.
 - Develop positive partnerships with the Family Hub, health professionals, Local Authority services, schools and other community organisations.
-

Preschool Operations & Improvement

Operations, Compliance & Sustainability

- Take responsibility for the safe, effective and efficient day-to-day operation of the preschool.
- Ensure appropriate staffing levels, deployment and statutory ratios are maintained.
- Manage staff rotas, attendance and deployment effectively, balancing children's needs, staff wellbeing and operational requirements.
- Ensure the setting meets applicable EYFS, Ofsted, health and safety, safeguarding and other regulatory requirements.
- Maintain high standards of cleanliness, organisation, presentation and maintenance throughout the setting.
- Ensure required records, documentation and compliance systems are accurate, current and completed within required timescales.
- Manage resources responsibly and ensure equipment and environments remain safe, appropriate and well maintained.
- Monitor enquiries, registrations, admissions and occupancy, working with the wider Kind Hearts team to support sustainable occupancy and growth.
- Understand the financial implications of staffing, purchasing and operational decisions and work within agreed budgets and procedures.
- Ensure funded places and attendance information are managed accurately in accordance with Kind Hearts procedures.
- Identify operational risks or concerns promptly and escalate appropriately to the Area Manager.
- Support inspections, quality assurance visits and other regulatory or professional visits.

Continuous Improvement & Quality Assurance

- Maintain an accurate understanding of the strengths and development priorities within the preschool.
- Regularly evaluate the quality of practice, environment, leadership and children's experiences.
- Use observations, supervision, feedback, data, parent views, staff views and quality assurance processes to identify opportunities for improvement.

- Develop and implement appropriate improvement actions, ensuring responsibilities and expectations are clear and progress is followed through.
- Respond constructively to feedback from the Area Manager, Director, Ofsted, Local Authority professionals and other relevant parties.
- Share successful practice and contribute positively to improvement and development across the wider Kind Hearts organisation.

General Responsibilities

The Preschool Manager will be expected to work in accordance with Kind Hearts Early Education's policies, procedures, values and professional expectations at all times.

They will maintain appropriate confidentiality, promote the reputation of Kind Hearts, undertake relevant training and professional development and carry out other reasonable duties appropriate to the level and responsibility of the role.

This job description is not intended to be exhaustive and may be reviewed as the organisation and role develop.

Person Specification

Criteria	Essential	Desirable
Full and relevant Level 3 Early Years qualification or above	✓	
Level 5+ qualification in Early Years, Leadership or Management		✓
Significant experience working within an early years setting	✓	
Management or substantial senior leadership experience within early years	✓	
Strong working knowledge of the EYFS	✓	
Excellent safeguarding knowledge and understanding	✓	
DSL training and/or experience		✓
Experience leading, supporting and developing a staff team	✓	

Experience managing performance and having appropriate challenging conversations	✓	
Strong understanding of SEND, equality, diversity and inclusive practice	✓	
SENDCo qualification or significant SEND experience		✓
Experience working effectively with parents, professionals and external agencies	✓	
Strong written and verbal communication skills	✓	
Strong organisation, prioritisation and decision-making skills	✓	
Ability to delegate effectively and hold others accountable	✓	
Ability to maintain high standards within a busy preschool environment	✓	
Experience supporting or leading an Ofsted		✓

inspection		
Experience developing or improving an early years setting		✓
Understanding of occupancy, staffing costs, budgets or wider preschool business management		✓
Confident using digital systems and maintaining accurate records	✓	

Personal Qualities

We are looking for someone who:

- Leads with warmth and confidence, combining an approachable leadership style with the ability to make decisions and maintain high expectations.
 - Sees the child first and keeps children's safety, wellbeing and experiences at the centre of their decisions.
 - Brings out the best in people, recognising strengths, developing potential and addressing areas that need to improve.
 - Notices the little things and takes ownership rather than walking past something because someone else will deal with it.
 - Is reflective, curious and continually asks how practice and provision could be made even better.
 - Is organised, dependable and able to remain calm when managing competing priorities.
 - Communicates professionally and builds positive relationships with children, families, colleagues and external professionals.
 - Understands that being supportive and holding people accountable are not opposites.
 - Takes pride in their setting and understands the wider responsibility of representing Kind Hearts.
 - Shares our values of Partnership, Kindness, Excellence, Growth, Curiosity and Inclusion.
-

Safeguarding Statement

Kind Hearts Early Education is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment.

Appointment will be subject to appropriate safer recruitment and pre-employment checks, which may include an Enhanced DBS check with the appropriate barred-list check where applicable, verification of identity and right to work, qualification checks, employment history and exploration of relevant gaps, satisfactory references, and other suitability and safeguarding checks appropriate to the role.

Where children flourish. Families belong. And people grow.