



KIND HEARTS

EARLY EDUCATION

KIND HEARTS PRESCHOOL

Preschool Manager

Candidate Information Pack

£15–£18 per hour, depending on experience

Pension | Private Healthcare | Paid Lunch Breaks | Term-Time Working

"Help us create a place where children flourish, families belong and staff grow."

A LETTER FROM OUR DIRECTOR

Welcome

Dear Candidate,

Thank you for your interest in joining Kind Hearts Preschool.

When I founded Kind Hearts in 2016, I had one simple goal: to create environments where children felt genuinely valued, families felt supported and practitioners felt inspired.

Today, we are proud to operate two Good Ofsted-rated preschool settings and support hundreds of children and families each year.

As Kind Hearts continues to grow, strong leadership within each of our settings is more important than ever.

Our Preschool Managers play a central role in making sure the values we believe in are reflected in children's everyday experiences — leading their teams, maintaining high expectations and creating environments where children, families and practitioners can flourish.

We're looking for someone who will take real pride and ownership in their setting, while knowing they are part of a wider Kind Hearts team that will support, challenge and grow alongside them.

If you share our belief that there is always an opportunity to make things even better, I'd love to hear from you.

Warm regards,

Megan Desmond
Director

WHAT MAKES KIND HEARTS DIFFERENT?



Child-Led Learning



Strong Family Partnerships



SEND & Inclusion Expertise



In The Moment Planning



Community Connections



Staff Development

OUR VALUES



THE OPPORTUNITY.

You won't simply manage a
setting.

You'll lead it forward.

This is an opportunity to take ownership of an established Kind Hearts preschool
and lead its next chapter.

You will shape:

- the team
- the practice
- the environment
 - the culture
 - the future

WHY THIS ROLE MATTERS



At Kind Hearts, we believe leadership isn't about managing people.

It's about inspiring them.

The successful candidate will help shape the everyday experiences of children, families and staff — building on what we already do well while continually looking for ways to make our preschool even better.

Every Child Deserves to Belong

At Kind Hearts, inclusion isn't something we do—it is who we are.

Our Commitment

We believe every child deserves the opportunity to feel safe, valued and successful, regardless of their starting point.

Children develop in different ways, at different rates, and we celebrate those differences. Our role is not to make children fit into our environment, but to create an environment that enables every child to flourish.

Whether a child needs a little extra reassurance, targeted support or specialist intervention, we work closely with families and professionals to provide the right support at the right time.

What Inclusion Looks Like at Kind Hearts

Early Identification

We observe carefully, listen to families and recognise when a child may benefit from additional support, ensuring intervention begins as early as possible.

SEND Expertise

Our experienced team works collaboratively with external professionals to support children with a wide range of additional needs, adapting our environments and practice to help every child succeed.

Individualised Support

No two children are the same. We tailor experiences, routines and learning opportunities to meet each child's unique strengths, interests and needs.

Partnership with Families

Parents know their children best. We work alongside families, valuing their knowledge and ensuring they are involved in every step of their child's journey.

Communication and Language

We understand that communication underpins all learning. Through high-quality interactions, language-rich environments and targeted support, we help children develop confidence in expressing themselves.

A Culture of Belonging

Above all, we want every child and family to feel that they belong. We celebrate diversity, embrace individuality and create an environment where everyone feels welcomed, respected and included.

Working Together

Supporting children, with and without additional needs, is never the responsibility of one person—it is a collaborative journey.

We build strong relationships with professionals, including Speech and Language Therapists, Inclusion Partners, Health Visitors, Educational Psychologists and Local Authority teams, ensuring children and families receive joined-up support.

Our practitioners are committed to reflective practice and continuous professional development, enabling us to respond confidently to children's changing needs.

"Inclusion is not about treating every child the same. It is about giving every child what they need to thrive."

Growing Together with Families

Parents know their children best. We believe the strongest early years practice happens when we work together.

At Kind Hearts, we don't see parents and carers as visitors to our preschool. They are an essential part of their child's early years journey and valued members of our community.

From a child's very first settling-in session, we take time to get to know the whole family — understanding their child's personality, routines, interests, experiences and individual needs.

Those relationships continue to grow throughout a child's time with us. We want families to feel comfortable sharing the little things, asking questions, celebrating achievements and talking openly when something doesn't feel quite right.

What partnership looks like at Kind Hearts

			
We Listen	We Communicate	We Celebrate Together	We Work Together
Every family brings valuable knowledge about their child. We listen to their experiences, priorities and concerns and use this understanding to inform the care and support we provide.	From everyday conversations and updates to more formal discussions about development, we aim to keep communication warm, open and meaningful — not simply tick a box.	The small moments matter. A new word, making a friend, trying something for the first time or becoming confident enough to wave goodbye at the door — we want families to share in those moments with us.	When a child needs additional support, families are involved from the beginning. We agree strategies together, share progress and work collaboratively with other professionals where appropriate.

Supporting the Whole Family

Early years practitioners are often among the professionals who know a family best.

Our responsibility therefore goes beyond what happens within the preschool setting. Where families need additional advice or support, we aim to listen without judgement, offer guidance where appropriate and help connect them with the right services and professionals.

At Kind Hearts Preschool, our relationships with the wider community, including the Family Hub, health professionals and local schools, are an important part of creating joined-up support for children and their families.

"When families and practitioners trust one another, children feel it too."

Helping Our People Flourish

Great preschools are built by great teams. Great teams need leaders who help them grow.

At Kind Hearts, we believe the way we care for and support our team has a direct impact on the experiences we create for children.

We want our practitioners to feel valued, trusted and confident in their roles. We encourage curiosity in our staff just as much as we do in our children — creating a culture where people feel comfortable asking questions, sharing ideas, reflecting on their practice and continuing to learn.

As our Preschool Manager, developing and strengthening that culture will be one of the most important parts of your role.

The Kind of Culture We Want to Create

Supported

We want staff to know that someone is in their corner. Regular supervision, approachable leadership and meaningful conversations should ensure people feel listened to and supported — not simply managed.

Growing

We invest in professional development and encourage our team to develop their knowledge, confidence and careers. Training should lead to better practice, not simply another certificate in a folder.

Trusted

We employ professionals and want them to feel like professionals. We encourage staff to contribute ideas, take ownership of their practice and use their individual strengths to enrich the preschool.

Valued

Recognition matters. We want people to know when they're doing a great job and understand the difference their work makes to children and families.

"When our people flourish, our children do too."

Leadership at Kind Hearts

At Kind Hearts, leadership isn't about having all the answers.

It's about being present, setting high expectations and giving people the support they need to meet them.

Our Preschool Manager will lead by example — spending time within the preschool, understanding what is happening in each room and creating an environment where feedback can be given and received positively.

We expect our leaders to **celebrate great practice, address concerns when standards aren't being met and never stop looking for ways we can improve.**

High expectations and supportive leadership go hand in hand.

Strengthening the Preschool Team

As our Preschool Manager, you'll have an important opportunity: taking ownership of an established team and helping it grow stronger together.

Working alongside the Director and Area Manager, you will help:

- Recruit people who share our values
- Create a strong induction experience
- Develop confident Room Leads
- Mentor and coach practitioners
- Identify individual strengths and development needs
- Establish consistent expectations and ways of working
- Create opportunities for progression as Kind Hearts grows

**You won't simply be joining an established team.
You'll help strengthen it.**

Preschool Manager

Lead with purpose. Build with heart.

Kind Hearts Preschool

Salary: £15–
£18 per
hour,
depending
on
experience

Hours:
Term Time
Only.

Reports to:
Area Manager

Responsible for: Deputy Manager, Room
Lead, Practitioners, Apprentices

The Role

We are looking for an experienced, passionate and values-led **Preschool Manager** to lead one of our established Kind Hearts preschool settings.

This is much more than the day-to-day management of a preschool. You will take real ownership of your setting — leading and developing your team, embedding the Kind Hearts values and creating a culture where children, families and practitioners can flourish.

You will hold overall responsibility for the quality, safety and successful operation of the preschool, balancing **exceptional outcomes for children with strong leadership, regulatory compliance and sustainable business performance**.

You will build on the strengths already within the setting while continually looking for opportunities to develop practice, raise standards and make the experiences we provide even better.

Most importantly, you will be visible.

We want a Manager who knows the children, knows their families, knows their team and understands what great practice looks and feels like throughout their setting.

Your Leadership Will Shape...

Our Children	Creating a safe, nurturing and inspiring environment where every child is known as an individual and given the opportunity to thrive.
Our People	Recruiting, developing and inspiring a confident team who understand our values and take pride in delivering exceptional early years practice.
Our Families	Building trusted relationships and ensuring families feel welcomed, listened to and genuinely involved in their child's preschool experience.
Our Practice	Embedding our child-led approach, In the Moment Planning, inclusive practice and high expectations consistently across the preschool.
Our Preschool	Taking ownership of quality, safeguarding, staffing, occupancy, compliance and day-to-day operations while continually looking for opportunities to improve.

We're looking for someone who wants to do more than manage a preschool.

We're looking for someone who wants to lead an exceptional one.

What You'll Be Responsible For

Leading the Preschool with heart, purpose and high expectations.

As Preschool Manager, you will have overall responsibility for the quality, safety and successful day-to-day operation of Kind Hearts Preschool.

Your role will span six key areas:

• Leadership & People

Build, lead and inspire a team that shares the Kind Hearts vision.

You will recruit and induct new team members, develop confident leaders, provide meaningful supervision and coaching, manage performance effectively and create a culture where people feel supported, accountable and proud of the work they do.

• Quality of Education

Create an environment where exceptional early years practice can flourish.

You will embed our child-led approach and In the Moment Planning, support high-quality adult interactions, monitor children's experiences and outcomes and ensure our curriculum remains ambitious, meaningful and responsive to the children in our care.

• Safeguarding & Welfare

Keep children's safety and wellbeing at the heart of every decision.

As Designated Safeguarding Lead, you will lead a strong safeguarding culture, ensure concerns are recognised and acted upon appropriately, maintain robust records and ensure every member of the team understands their responsibility to safeguard children.

• SEND & Inclusion

Champion an environment where every child belongs.

Working alongside the SENDCo, families and external professionals, you will ensure additional needs are identified early, appropriate support is put in place and barriers to children's participation, learning and development are reduced wherever possible.

• **Families & Community**

Build relationships that extend beyond the preschool doors.

You will ensure families feel welcomed, listened to and involved while developing strong partnerships with local schools, the Family Hub, health professionals, Local Authority services and the wider community.

• **Operations & Sustainability**

Run a preschool that is exceptional for children and sustainable for the future.

You will oversee staffing and deployment, ratios, health and safety, resources, occupancy, enquiries and admissions, budgets and day-to-day compliance — maintaining high standards while supporting the preschool to grow responsibly.

And throughout it all...

You will lead by example.

You will be visible in the preschool, know your children and families, understand the strengths and development needs of your team and never lose sight of why we are here:

to give every child the very best possible start.

More Than a Job

Grow with us.

When you invest in your people, they can give their best to the people who depend on them.

We ask a lot from our preschool leaders. In return, we want you to feel valued, supported and rewarded for the contribution you make.

As part of the Kind Hearts team, you'll receive a benefits package designed to support your career, your wellbeing and life beyond the preschool.

Joining Kind Hearts Early Education means becoming part of something with an exciting future.



Competitive Salary

A competitive starting salary, reflecting your experience, qualifications and the responsibility of leading Kind Hearts Preschool



Private Healthcare

Access to private healthcare as part of our commitment to supporting your health and wellbeing.

Christmas Closure

Enjoy Christmas away from work, with our preschools closed over the festive period.



Pension

A workplace pension scheme to help you plan and save for your future.

A LITTLE DIFFERENT



Paid Lunch Breaks

Your lunch break is part of your paid working day.

We believe taking time away from the room to rest and recharge should be encouraged — not something you lose pay for.



Term-Time Working

Enjoy the benefits of a term-time role, giving you regular breaks throughout the year and greater balance between work and life.



Professional Development

We want you to keep growing. You'll be supported with ongoing training, CPD and opportunities to strengthen your leadership and early years knowledge.



Career Progression

Kind Hearts is growing — and we want our people to grow with us. As the organisation develops, there will be opportunities to broaden your experience and progress your career.

Grow with us.

We want to build a company where children flourish, families belong — and the people who make it possible feel valued too.

Who We're Looking For

Experience matters. But how you lead matters just as much.

We are looking for an experienced early years leader who combines high expectations with warmth, professionalism and a genuine passion for giving children the very best start.

You won't need to have all the answers. You will need the confidence to make decisions, the curiosity to keep learning and the leadership skills to bring others with you.



Rooted in care

You'll Be Someone Who...

♥ Leads with Warmth & Confidence

You are approachable and supportive, but aren't afraid to have difficult conversations, make decisions or maintain high expectations when needed.

♥ Brings Out the Best in People

You recognise strengths, develop potential and know how to motivate a team. You celebrate great practice while confidently addressing areas that need to improve.

♥ Sees the Child First

You understand that policies, paperwork and processes matter — but never more than the child. You keep children's experiences, safety and wellbeing at the centre of your decisions.

♥ Notices the Little Things

You don't walk past something because "someone else will deal with it." Whether it's practice, presentation, safeguarding, a worried parent or a team member who needs support, you take ownership.

♥ Is Always Looking Forward

You are reflective, curious and open to new ideas. You ask *"How could we make this even better?"* and encourage your team to do the same.

♥ Understands the Bigger Picture

You can balance exceptional early years practice with the realities of running a successful preschool — from staffing and occupancy to budgets, compliance and reputation.

What You'll Bring

Essential

- Full and relevant Level 3 Early Years qualification or above
- Significant experience in an early years setting
- Management or substantial senior leadership experience
- Strong working knowledge of the EYFS
- Excellent safeguarding knowledge and understanding
- Experience leading, supporting and developing a staff team
- Strong communication, organisation and decision-making skills
- Confidence partnering with parents, professionals and agencies
- Strong commitment to SEND, equality, diversity and inclusion
- Ability to maintain high standards in a busy preschool.

Desirable

- Level 5+ qualification in Early Years, Leadership or Management
- Designated Safeguarding Lead experience or training
- SENDCo qualification or significant SEND experience
- Experience supporting or leading an Ofsted inspection
- Experience opening, developing or growing an early years setting
- Experience of occupancy, budgets or wider preschool business management

Most importantly...

We're looking for someone who shares our values.

Someone who will care about Kind Hearts Preschool as if it were their own, take pride in what we create together and never stop asking:

"Is this the very best we can give our children?"

Safeguarding Comes First

Nothing is more important than the safety and wellbeing of the children entrusted to our care.

At Kind Hearts, safeguarding is everyone's responsibility.

We are committed to creating a culture where children feel safe, staff feel confident to speak up and concerns are recognised, recorded and acted upon without delay.

Safeguarding is not something we think about only when a concern arises. It is reflected in the decisions we make every day — from the people we recruit and the environments we create, to the relationships we build and the professional curiosity we encourage within our team.

Leading a Culture of Safeguarding

As our Preschool Manager, you will have a key role in establishing and maintaining this culture at Kind Hearts.

As Designated Safeguarding Lead, you will be expected to:



Lead with confidence

Ensure safeguarding remains at the forefront of practice and that every member of the team understands their individual responsibilities.



Recognise & Respond

Ensure concerns about a child's welfare are identified, recorded and responded to appropriately and without unnecessary delay.



Support & Challenge

Create an environment where staff feel able to raise concerns, ask questions and professionally challenge practice when something doesn't feel right.



Work in Partnership

Build effective relationships with families and work appropriately with Children's Social Care, the Local Authority and other safeguarding professionals and agencies.



Keep Knowledge Current

Ensure safeguarding knowledge, policies, procedures and staff training remain current and are embedded in everyday practice.



Lead by Example

Demonstrate professional curiosity, sound judgement, appropriate confidentiality and an unwavering commitment to children's welfare.



Safer Recruitment

Our commitment begins before someone joins our team.

Kind Hearts follows safer recruitment practices and successful appointments will be subject to appropriate pre-employment checks, which may include:

- Enhanced DBS checks, including 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

- Suitability and safeguarding checks appropriate to the role

We expect everyone working at Kind Hearts to understand that safeguarding children is a condition of being part of our organisation.



See it. Hear it. Notice it. Act on it.

Creating a safe preschool isn't the responsibility of one person. It is the culture we create together.

JOIN OUR STORY

Our story is still being written.

Kind Hearts began in 2016 with one simple belief: that early years should be filled with kindness, curiosity, belonging and opportunities for every child to flourish.

Since then, we've grown through the children we've cared for, the families we've supported and the incredible practitioners who have chosen to grow alongside us.

Today, Kind Hearts is entering an exciting new chapter. Our organisation is growing, but our vision remains the same: to create exceptional early years environments where children feel genuinely known, families feel part of a community and staff are inspired to do their very best work.

Could That Be You?

We're looking for a Preschool Manager who wants to do more than keep a setting running.

We're looking for someone who wants to lead a team with warmth and confidence, champion high-quality early years practice and lead a preschool that children, families and practitioners are proud to be part of.

You don't need to be someone who has all the answers.

We're looking for someone who cares deeply, notices the little things, leads by example and believes there's always an opportunity to make things even better.

Bring your experience.

Bring your ideas.

Bring your heart.

We'll grow together.

Ready to Take the Next Step?

To apply for the position of Preschool Manager, please send your CV and a covering email telling us a little about yourself, your leadership experience and why you would

like to be part of the Kind Hearts story.

Megan Desmond

Director

Kind Hearts Early Education.

Directors@kindheartspreschool.co.uk

Where children flourish. Families belong. And people grow.

