

Pre-School Manager – Level 3

Oak Lodge Primary School

Start Date:	September 2025
Hours:	Monday to Friday, 8:30am – 4:00pm, 35 hours per week Term time only, 38 weeks per year
Salary:	BR9 point 29 £35,674 FTE (£29,197.76 actual)
Closing date:	Until position has been filled
Interview date:	To be confirmed

Are you ready to lead something special from the very beginning?

We are thrilled to be opening a brand-new nursery as part of Oak Lodge school and we're looking for an enthusiastic, caring and visionary Nursery Manager to help us build it from the ground up.

This is a unique opportunity to shape the future of a brand-new 21-place nursery for 2- and 3/4-year-olds, located in a beautifully designed, newly developed room within our vibrant school grounds. You'll be supported by a passionate senior leadership team, a dedicated staff body, and families who are excited to grow with us.

What we offer:

- A brand-new, modern nursery space with high-quality resources and facilities
- A close-knit, friendly school environment where collaboration and wellbeing come first
- The chance to build and lead your own team of early years professionals
- Ongoing professional development and a commitment to your growth as a leader
- The joy of shaping young children's first experiences of learning, laughter and friendship

What we're looking for:

- A confident and experienced Nursery Manager (or a strong deputy ready for the next step!)
- Someone with a Level 3 Early Years qualification
- A warm, nurturing leader who brings out the best in children and colleagues alike
- Passion for early years education and a clear understanding of the EYFS framework
- A creative, solution-focused mindset and a commitment to excellence

About the nursery:

Our nursery will offer 21 places for 2- and 3/4-year-olds, creating a safe, stimulating, and joyful environment where every child is known, valued and encouraged to thrive. We believe that a child's first steps into education should be full of wonder, care, and discovery—and we want you to help bring that vision to life.

If you're excited by the idea of starting something new and meaningful, we'd love to hear from you. Come and be part of our story.

If you have any questions, please email recruitment@mslt.org.uk

If you are called to interview, you will be required to bring original copies of:-

- Proof of identity and Right to Work in the UK
- Qualifications

The interview will assess your suitability to work in an environment with children and will include questions relating to safeguarding and promoting the welfare of children.

Mosaic Schools Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

For further details see job description and downloadable application form. Completed applications should be sent to **Lisa Dunstall** via recruitment@mslt.org.uk, alternatively please send to Lisa Dunstall, HR Officer - HR Department, Wickham Common Primary School, Gates Green Road, West Wickham Kent BR4 9DG

Curriculum Vitae is **NOT** accepted as an alternative to a completed Application Form and any submissions of CV's will not be put forward for shortlisting. If you have not been invited to an interview within two weeks of the closing date please consider your application was unsuccessful. Feedback is not given to unsuccessful applicants.

Successful applicants will be subject to DBS clearance and other relevant employment checks including an online search. References will be requested prior to interview for candidates who are short-listed.

Successful applicants will be subject to the Academy Trust's Contract of Employment which requires a six-month probationary period for staff in new roles.

Based on the quality and quantity of applications received, the Trust reserves the right to close this vacancy sooner than the specified closing date. Therefore, early applications are encouraged.

Mosaic Schools Learning Trust (formed on the 1st September 2024 following the merger between Connect Schools Academy Trust and Compass Academy Trust) is a group of schools based in Bromley and Kent: Cage Green Primary School, Crofton Infant School, Crofton Junior School, Marian Vian Primary School, Oak Lodge Primary School, Raglan Primary School, Rivermill Primary School, Unicorn Primary School, Valley Primary School and Wickham Common Primary School. The Trust aims to deliver the very best educational experience for its pupils, with each school bringing its own strengths and expertise to benefit the whole learning community. Each of our schools is unique in its own right, and we promote that individuality.

As a Trust we have clear vision and values which supports us in achieving excellence for every child every day. We are bound by a strong moral purpose and a commitment to our 3 R's of being respectful, resilient and resourceful. As a ten school Trust each of our schools is unique in its own right and we promote that individuality. However, we also acknowledge that together we are better, together we can achieve more for the children in our schools.

As a Trust, we are passionate about diversity and recognise that as individuals, we all bring something unique to the role regardless of any protected characteristics which is why we treat all members of our community equally, without compromise. We are committed to providing equality and fairness through our recruitment and employment practices and not to discriminate on any grounds.

The Trust is committed to achieving equal opportunities in employment and service delivery and to safeguarding and promoting the welfare of children and young people and expects all staff and voluntary helpers to share this commitment. An Enhanced Disclosure and Barring Check with the Disclosure and Barring Service [DBS] under the Rehabilitation of Offenders Act 1974 will be required for the successful applicant.

Please note that employment contracts with Mosaic Schools Learning Trust contain a mobility clause and whilst your primary place of work will be Oak Lodge Primary School, you may be requested to work at another location as required to meet the needs of the Trust.