

Pre-School Manager – Level 3

Oak Lodge Primary School

Start Date:	September 2025
Hours:	Monday to Friday, 8.30 am – 5.25 pm, 37 hours per week Term time only, 38 weeks per year
Salary:	BR7 point 22 £29,166 FTE (£25,127 actual)
Closing date:	7 th July - 12 noon
Interview date:	To be confirmed

Oak Lodge Pre-School is at the start of a new, exciting journey and bringing new members of staff into the team. We are able to offer you the daily experience of working with amazing children, laughing with like-minded colleagues and the opportunity to bring your own flair into our amazing new provision!

- Do you have an infectious smile?
- Are you able to play within the imaginary world of children?
- Can you make a mud pie and create glittery play dough?

If you have answered yes, to all three questions, and are looking for your next full-time career destination; then Oak Lodge would be delighted to welcome you into the staff team.

The successful candidates will provide safe, high-quality education and care for young children which meets the individual needs of the children attending the setting

To apply for this role you will need:

- **Must** have an Early Years Qualification (Level 3)
- experience of working within an early-years setting
- up to date knowledge and clear understanding of the requirements and delivering the EYFS framework within a pre-school or nursery setting
- experience of planning within the EFYS curriculum
- willingness to attend meetings and training appropriate to the role
- experience of working with children with additional needs
- up to date knowledge and clear understanding of the requirements and delivering the EYFS framework within a pre-school or nursery setting
- have a secure knowledge of child development
- must work well as part of a small team and
- bring excitement into the curriculum.
- Paediatric First Aid certificate or willingness to attend training
- DSL (designated safeguarding lead) certificate or willingness to attend training
- Ability to manage a small team of pre-school staff
- Knowledge of invoicing and securing funding

If you feel you have the qualities required for this role and enjoy being instrumental in the growth and knowledge of children, please submit an application.

If you have any questions, please email **Lisa Dunstall** at 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.