



# Pre-School Deputy Manager

## Information for Applicants

May 2026





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Cavendish School  
Eldon Road  
Eastbourne  
BN21 1UE

01323 731340

[www.cavendish.cet.uk](http://www.cavendish.cet.uk)  
[www.cet.uk](http://www.cet.uk)

Facebook: @TheCavendishSch  
Instagram: @TheCavendishSch

# About Cavendish Education Trust

Cavendish Education Trust (CET) is a growing family of primary and secondary schools. Our mission is to deliver the very best learning experiences and environment which inspires the highest outcomes for everyone within the Trust community.

The Cavendish Education Trust offers an exciting and dynamic workplace environment. We believe that staff make a difference to children and place staff development at the centre of our strategic planning.

Promoting the continuous professional development of our staff is one of our highest priorities as we believe this is a vitally important part of improving outcomes for young people. Cavendish Education Trust is proud of its record in developing staff and on the quality of CPD more widely.



# Letter from our Chief Executive Officer

Dear Applicant,

Cavendish Education Trust (CET) is a growing family of primary and secondary schools. Our mission is to deliver the very best learning experiences and environment which inspires the highest outcomes for everyone within the Trust community.

We encompass more than 2,000 pupils between the ages of 2 and 16 years in Infant, Junior and all-through settings. As well as achieving excellent academic results, CET schools are deeply committed to the personal development of our young people. We are proud to contribute to our local community with our pupils having opportunities to support local projects.

I strongly believe in the power of an outstanding education to transform lives. It is a great privilege for me to lead CET and I work tirelessly to make sure we deliver our vision of working collaboratively to inspire learners to demonstrate the knowledge, skills and values required for lifelong learning and to be successful, active members of the Trust and wider community.

The Trust has three shared key values which are Respect, Responsibility and Resilience. They underpin everything that we do across the Trust, from planning and delivering our curriculum to personal development of individuals. Through our values, a caring and supportive environment is created to promote learning.

Our schools promote excellence in everything they do. In every school, the entire staff team works in partnership with parents and the local community in nurturing today's young people and inspiring tomorrow's leaders.

CET employs the very best staff and invests heavily in their continuing professional development. CET has a talented and dedicated team of staff, Local Governors and Trustees. Each of our schools receives strong support from parents and the local community. We work together, united in a common goal to enable pupils with the knowledge and skills to become successful lifelong learners.

Thank you for your interest in working with us.

*Peter Marchant*

Chief Executive Officer (CEO)

# About Cavendish School

Cavendish School was established on this site in 1979, but the building was first opened as a girls' high school in 1939. An extension was built in 1982 and further programmes of building and refurbishment have been completed in the intervening years. The school opened as a 5-16 all through school in 2015, with two reception classes. The major extension for the primary phase was opened in 2016.

Today Cavendish is an oversubscribed School, catering for the 2-16 age range. We have a planned admission number of 60 in each year group in the primary phase and 180 for each year group in the secondary phase. The pre-school has 30 spaces available on each school day.

Pupil outcomes in both phases are consistently significantly above national averages for attainment and progress. The school has been named in the Times newspaper "Best 500 schools nationally". OFSTED noted "the ethos, combined with the very effective education provided here, enables pupils to achieve exceptional well"

In 2025, Cavendish School proudly achieved OUTSTANDING ratings from Ofsted in all areas. Inspectors noted at the time, "The school developed a highly ambitious curriculum. It took full advantage of the all – through model by setting out what pupils should learn from the early years to Year 11.' This recognition highlighted our commitment to a seamless and exceptional educational journey for every pupil."

Staff development and wellbeing is a priority of the Trust and was again noted by Ofsted. "The schools leadership is highly strategic". Teachers are proud to belong to the school and feel valued because of the priority it places on their professional development"



# Staff Wellbeing

Staff Wellbeing is our priority at Cavendish Education Trust and are always investigating new initiatives to promote wellbeing as part of our schools' priority to develop and implement a CET mental health and wellbeing strategy. We offer our staff the following:

- Wellbeing groups are set up at each school to discuss and enhance staff wellbeing;
- Free Flu Vaccinations are offered annually;
- An Employee Assistance Programme (counselling service) is available to staff and their family members for confidential support and advice on financial and welfare issues;
- Childcare vouchers are available as part of a salary sacrifice scheme;
- A cycle to work bike scheme, to save and spread out the cost of a new bicycle as part of a salary sacrifice scheme;
- A welcoming staff room with complimentary tea and coffee;
- Support and mentoring by Senior Leadership Team and other experienced leaders;
- Tailored CPD and staff development;
- A 50% contribution to the cost of Benenden Private Health Care;
- Local Government Pension Scheme / Teachers Pension Scheme.





## JOB DESCRIPTION 1/2

|                       |                                |
|-----------------------|--------------------------------|
| <b>JOB TITLE</b>      | Pre-School Deputy              |
| <b>SCALE</b>          | Single Status Grade 7          |
| <b>RESPONSIBLE TO</b> | Pre-School Teacher / EYFS Lead |

### JOB PURPOSE

- To provide high quality, flexible provision for families from the local community;
- To work alongside the pre-school teacher to oversee the operation of the pre-school to the highest standards, ensuring that the best possible environment and care are provided for young children.

### KEY TASKS

1. To support the pre-school teacher in ensuring that statutory and OFSTED regulations are adhered to and relevant documentation maintained, including maintaining ratios and deploying staff appropriately.
2. To deputise for the pre-school teacher in their absence and attend multi-agency meetings as appropriate.
3. Support in the maintenance of records and documentation which comply with statutory requirements, to include information analysis and reports to the Senior Leadership Team and Governors/Trustees.
4. To be responsible for maintaining the pre-school admissions including new applications from parents, changes to session requirements and maintaining statutory adult to child ratios. This includes maintaining the EYEE portal for parent funding entitlements to ensure pre-school receives the correct government funding.
5. To ensure that Health and Safety regulations are adhered to and that the premises are kept in a condition that meets statutory requirements for hygiene and building maintenance.
6. Model excellent practice and support peer to peer observation within the setting, and promote effective planning, preparation and participation in a range of activities, ensuring the consistent and quality delivery of the Early Years Foundation Stage Curriculum.
7. To contribute to service reviews, development plans and summative assessments to evidence positive outcomes in supporting children in reaching their greatest potential.
8. Under the direction of the Pre-School teacher or Head of Primary Phase, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills to make judgements about their stage of development. Provide this feedback on the pupil(s)' learning and behaviour to staff.

## JOB DESCRIPTION 2/2

9. To support continuous evaluation of the service provided and to undertake the lead role in key aspects of the management of the pre-school, as delegated by the Pre-School teacher.
10. Support the finance team with the collection of fees and debt management, ensuring compliance within school procedures.
11. To support the pre-school teacher in ensuring that all staff comply with Child Protection and Safeguarding procedures: maintaining respect and confidentiality with regard to children and families, ensuring all staff are aware of their responsibilities.
12. To develop and maintain good working relationships with parents, carers, external and internal agencies and partners and lead on the engagement of families from the first point of contact with the pre-school, ensuring that there is continued support. Promoting strong partnerships through attendance at open evenings, parent(s) consultations and wider children centre services, taking into account parents and children's views.
13. To promote development of effective transition arrangements in the pre-school ensuring that children are supported in seamless transition within the pre-school setting, and to encourage strong, professional relationships with feeder primary schools.
14. To keep up to date with developments in childcare, early education and parent support, through regular training.

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- *This job description sets out the duties of the post at the time it was published.*
  - *The hours and the job description may be modified depending on the needs of the MAT*
  - *The post holder may be required from time to time to undertake other duties within the trust as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.*
  - *Please note that we are committed to safeguarding and promoting the welfare of our staff and pupils and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the MAT*

## PERSON SPECIFICATION

### Pre-School Deputy

|                                    | <b>ESSENTIAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>DESIRABLE</b>                                                                                                                                                                                                                                                  |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>QUALIFICATIONS AND TRAINING</b> | <ul style="list-style-type: none"> <li>Level 3 qualification in Early Years or a commitment to complete level 3 within 18 months.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>Foundation Degree (Level 6) in Early Years or equivalent</li> </ul>                                                                                                                                                        |
| <b>EXPERIENCE</b>                  | <ul style="list-style-type: none"> <li>Have substantial experience of working in the early years' sector;</li> <li>Additional responsibilities within a child care setting;</li> <li>Have a thorough knowledge of child development 2-5 years;</li> <li>Experience of planning based on observations of children's attainment;</li> <li>Able to demonstrate an inclusive approach in service delivery.</li> </ul>                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>Have experience at Deputy level;</li> <li>Have led planning and assessment.</li> </ul>                                                                                                                                     |
| <b>KEY SKILLS AND ABILITIES</b>    | <ul style="list-style-type: none"> <li>Ability to implement high Health and Safety standards for staff, children, families and students on placement;</li> <li>Ability to follow instructions and work on own initiative as necessary;</li> <li>Keep accurate records;</li> <li>Ability to prepare reports and have excellent computing and IT skills;</li> <li>Ability to promote a stimulating, caring and safe environment for children;</li> <li>Able to use a variety of methods to communicate with parents and prospective users in promoting the pre-school's services;</li> <li>To deputise for the pre-school teacher in their absence.</li> </ul> | <ul style="list-style-type: none"> <li>Project management skills.</li> </ul>                                                                                                                                                                                      |
| <b>KNOWLEDGE</b>                   | <ul style="list-style-type: none"> <li>A working knowledge of:                             <ul style="list-style-type: none"> <li>The 2006 Childcare Act</li> <li>Statutory Framework for the Early Years Foundation Stage</li> <li>Practice Guidance for the Early Years Foundation Stage</li> <li>Pre-School Core purpose</li> </ul> </li> <li>A full understanding Child Protection and Safeguarding Procedures;</li> <li>Knowledge and commitment to work with quality improvement and self-evaluation tools;</li> </ul>                                                                                                                                 | <ul style="list-style-type: none"> <li>An awareness of the developments within the Common Assessment Framework;</li> <li>An awareness of the Early Years' Support Programme (Key Person);</li> <li>An awareness of the Special Needs code of practice.</li> </ul> |
| <b>PERSONAL ATTRIBUTES</b>         | <ul style="list-style-type: none"> <li>Commitment to personal learning and continuing professional development;</li> <li>Ability to prioritise, work under pressure and work to deadlines;</li> <li>To motivate team members and be a team player.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                   |
| <b>OTHER</b>                       | <ul style="list-style-type: none"> <li>Ability to work flexibly in order to ensure service delivery is maintained, including early mornings, evenings and occasional weekends.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                   |

# Staff Testimonials

*From day one, I felt welcomed, there is a real sense of community here, and everyone is committed to creating the best possible learning environment for our pupils. I truly appreciate the collaborative atmosphere and the opportunities for professional growth.*

**- Primary Teacher**

*Working at this school has been an incredibly rewarding experience. I feel empowered to innovate and make a real difference to the lives of our pupils knowing I have a strong team backing me up.*

**- Secondary Teacher**

*The resources and support provided are excellent, I appreciate the open communication and the feeling that my voice is heard.*

**- Teaching Assistant**



# How to Apply

Once again, thank you for your interest in this role at Cavendish Education Trust.

Please note that applications will be considered as they are received and you are therefore advised to submit your application as early as possible, as some interviews may take place, and an appointment may be made, before the closing date is reached for this position.

If, like us, you are passionate about providing the best possible education for all pupils in an outstanding school with a culture of high expectations and ambition, please ensure you apply for this position.

Cavendish Education Trust is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people.

If you wish to arrange a visit or have an opportunity to discuss this post informally, please contact our HR department on:

01323 731340, or email [hr@cet.uk](mailto:hr@cet.uk)



# Cavendish School

Eldon Road, Eastbourne, BN21 1UE

Email: [office@cavendish.cet.uk](mailto:office@cavendish.cet.uk)

Telephone: 01323 731340

