



Saint Nicholas School

Old Harlow Essex



JOB DESCRIPTION – HEAD OF PRE-SCHOOL

ABOUT THE ROLE

Contract Details: 52 weeks a year (all year round), 40 hours per week.

Hours: Shifts scheduled between 7.30am - 6.00pm (subject to operational needs)

School Phase Responsibility: Pre-School

Reports to: Headmaster

CORE PURPOSE OF POST

The Head of Pre-School is responsible for leading and developing the Pre-School provision at Saint Nicholas School, ensuring the highest standards of care, safeguarding, teaching and learning for all children. The role combines strategic leadership with operational management, creating a nurturing, stimulating and inclusive environment where children can thrive socially, emotionally and academically within the Early Years Foundation Stage (EYFS) framework.

The postholder will lead and inspire the Pre-School team, maintain strong partnerships with parents and the wider school community, and ensure full compliance with statutory safeguarding, welfare and Independent School Inspectorate requirements.

KEY RESPONSIBILITIES

Leadership & Management

- Provide clear, professional and inspirational leadership to the Pre-School team, fostering a positive culture of collaboration, ambition and continuous improvement.
- Lead, manage and support Early Years practitioners, teachers and support staff through effective induction, supervision, appraisal and professional development.
- Ensure staffing ratios, rotas and daily deployment are effectively managed to meet the needs of children and the operational requirements of the setting.
- Monitor the quality of teaching and learning through observations, feedback, coaching and regular review of children's progress and outcomes.
- Identify training and development needs across the team, ensuring staff remain up to date with current Early Years best practice and statutory guidance.
- Support recruitment processes and ensure all job descriptions, safer recruitment procedures and employment records remain current and compliant.
- Contribute to the strategic development and promotion of the Pre-School as part of the wider Saint Nicholas School community.
- Maintain oversight of the Pre-School budget, occupancy levels and resource allocation, ensuring financial sustainability and value for money.
- Lead on invoicing and the financial administration of the Pre-School, including the management of Early Years funding claims and the provision of accurate and timely financial information to the Bursar as required.
- Work closely with the Admissions Officer on all aspects of Pre-School admissions, including enquiries, visits, inductions and transition arrangements, ensuring families experience a smooth and welcoming admissions journey.

Teaching & Learning

- Lead the planning, delivery and evaluation of a broad, balanced and engaging EYFS curriculum that supports every child's individual development and readiness for future learning.
- Ensure long-term, medium-term and short-term curriculum planning reflects the EYFS Statutory Framework and incorporates high-quality play-based learning experiences.
- Oversee systems of observation, assessment and record keeping to ensure children's progress and achievements are accurately monitored and effectively communicated to parents.
- Ensure the learning environment, both indoors and outdoors, is safe, stimulating, inclusive and appropriately



resourced to meet the needs of all learners.

- Promote high expectations for children’s behaviour, wellbeing and achievement through nurturing and child-centred practice.
- Work collaboratively with external professionals and specialists where appropriate, including SEND support services and other agencies.
- Oversee the organisation and administration of admissions, inductions and transition arrangements to ensure children and families experience a smooth and welcoming start to the Pre-School.

Safeguarding, Health & Welfare

- Act as the Designated Safeguarding Lead (DSL) for the Pre-School, ensuring safeguarding and child protection procedures are fully implemented in line with statutory guidance, including Keeping Children Safe in Education (KCSIE).
- Promote a culture where the welfare, safety and wellbeing of children are paramount at all times.
- Ensure all health, safety, hygiene and welfare requirements are consistently met, including risk assessments, fire safety procedures and safeguarding protocols.
- Maintain accurate and compliant statutory records, including attendance registers, accident logs, medical information and safeguarding documentation.
- Ensure all policies and procedures relating to safeguarding, confidentiality, behaviour, health and safety, food hygiene and complaints are effectively implemented and regularly reviewed.
- Promote healthy lifestyles and ensure children receive balanced and nutritious meals and snacks appropriate to their developmental needs.

Parent & Community Partnerships

- Build strong, positive and respectful relationships with parents and carers, encouraging active involvement in their child’s learning journey.
- Oversee the key person system to ensure children and families receive consistent care, communication and support.
- Ensure the School’s MIS system and Tapestry are used effectively and consistently to communicate with parents, share children’s learning and development, and maintain accurate pupil records.
- Conduct tours, inductions and parent meetings, acting as an ambassador for Saint Nicholas School and its values.
- Organise and lead parent workshops, events and transition activities that strengthen home-school partnerships.
- Promote the Pre-School through marketing initiatives, admissions events and community engagement activities to support pupil recruitment and retention.
- Develop and maintain effective relationships with feeder schools, local organisations and external agencies to support children’s transitions and enhance the reputation of the Pre-School.

Professional development and appraisal

- Be aware of the need to take responsibility for your own professional development.
- Take part in the school’s appraisal procedures.
- Take part in further training and development in order to improve own teaching.

EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

Manage accommodation

- Ensure a stimulating but safe working environment in which risks are regularly assessed.
- Direct and supervise support staff assigned to you.
- Deploy resources delegated to you.
- Promote an attractive environment that stimulates learning and enhances the appearance of the school.
- Encourage high quality display in classrooms and corridors in regard to your designate area.

Health & safety

- Ensure a stimulating but safe working environment in which risks are regularly assessed.



Resources

- Establish resource and staff requirements in relation to your designated area.
- Ensure the effective and efficient management of learning resources.
- Ensure a stimulating but safe working environment in which risks are regularly assessed.

Budget

- Prepare an annual budget requests and forecasts based on a sound subject improvement plan.
- Manage your allocated budget.
- Set appropriate priorities for expenditure on training, allocate resources and ensure effective administration and control within your subject/area.

ACCOUNTABILITY

Effective communication

- Communicate effectively with pupils, parents and carers, responding to parental concerns
- Provide reports on individual progress to the Assistant Head (Academic), Deputy Head (Academic) and parents as required.
- Establish and maintain effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

Health, safety and discipline

- Promote the safety and wellbeing of pupils and staff.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Be familiar with all the school's health and safety policies and procedures

CONTRIBUTION TO SCHOOL LIFE

- Demonstrate support of the Friends organised events, including attending the Christmas and Summer Fairs which take place on Saturdays and the school's Fireworks display
- Attend two Saturday Open Mornings
- Attend the school's Speech Day, normally the final Saturday of the Summer Term.