



Job Description: Preschool Playgroup Manager

Job Title:	Preschool Playgroup Manager
Location:	Kimberley, Nottinghamshire, NG16
Salary:	£15.86 per hour (approximately £25.5k per year)
Hours:	Monday to Friday, 08:00–15.30, with occasional meetings or events outside regular hours 37.5 hours per week, term-time only (43 weeks per year, with school holidays off)

1. Job Purpose

Noah's Ark Playgroup is a small, community-based charity setting with a strong commitment to providing a safe, nurturing and inclusive environment for children aged 2–5. This role offers the opportunity to lead that provision, shaping a positive early years experience that supports children's development, confidence and school readiness.

As Playgroup Manager, you will provide day-to-day leadership for the setting, working closely with a supportive Committee to ensure high-quality EYFS delivery, strong safeguarding practice and the continued stability and development of the playgroup. This is a hands-on leadership role with real impact, suited to someone who is confident in their practice and motivated to grow alongside the setting.

2. Core Responsibilities

- Lead the day-to-day running of the playgroup, ensuring a safe, nurturing and stimulating environment for children aged 2–5.
- Act as Designated Safeguarding Lead (DSL) for the setting and ensure policies and procedures are implemented in line with EYFS requirements.
- Oversee curriculum planning and delivery to support children's learning, development and school readiness, including inclusive practice and support for children with SEND.
- Provide supportive leadership, supervision and ongoing development for staff, promoting a positive and collaborative team culture.
- Ensure the setting remains inspection-ready and meets regulatory requirements including safeguarding, staff ratios, health and safety and Ofsted expectations.
- Monitor attendance, occupancy and funded hours, working with the Committee to support financial stability.
- Maintain accurate records and oversee essential administrative processes, including processing staff payroll and supplier payments, with training and Committee support provided where needed.
- Build strong, professional relationships with parents, carers and the local community to promote the playgroup and encourage enrolment.
- Work constructively with the Committee and premises stakeholders to maintain a safe and suitable environment.

3. Experience Requirements

- Experience working in an early years setting.
- Experience supporting or leading other practitioners.
- Experience working in partnership with parents and carers.
- Experience of safeguarding practice within an early years environment.
- Experience of administrative or budgeting processes is desirable but not essential.

4. Knowledge Requirements

- Working knowledge of the EYFS framework and safeguarding responsibilities.
- Understanding of child development for children aged 2–5.
- Awareness of regulatory requirements including staff ratios and health and safety.
- Willingness to develop confidence in budgeting, funding arrangements and compliance processes with appropriate support from the Committee.

5. Skill and Competency Requirements

- Warm, confident leadership style with the ability to support and motivate a small team.
- Strong communication skills and the ability to build positive relationships with children, families and colleagues.
- Organisational skills and attention to detail.
- Sound judgement in safeguarding and child welfare matters.
- Ability to balance operational responsibilities with hands-on involvement in the room.
- Openness to learning and developing new skills as the role evolves.
- Commitment to inclusion, equality and continuous improvement.

6. Required Professional Qualifications/Certifications

- Full and relevant Level 3 Early Years qualification (minimum).
- Paediatric First Aid certification (or willingness to obtain).
- Safeguarding training appropriate to the role (or willingness to undertake).
- Enhanced DBS check in line with EYFS requirements.

7. How to Apply

Interested candidates should send a CV and covering letter detailing their suitability for the role to:

noah.kimberley999@icloud.com

Shortlisted applicants will be invited for interview and may be asked to complete small tasks and relevant checks as part of the recruitment process.

We are committed to fostering a diverse and inclusive environment. Applications are welcome from all suitably qualified individuals regardless of background.