



Job Information Pack

Pre-school Manager

Noah's Ark Pre-school

Gracious Street Methodist Church, Knaresborough, HG5 8AN

Closing date: 10th January 2025



Noah's Ark is a Christian pre-school that welcomes, values and respects the uniqueness of each child and family.

We believe that working closely in partnership with parents will help each child thrive, enjoy and achieve.

We encourage an understanding of the meaning and significance of faith and promote Christian values through the experiences and environment we provide.

Who we are:

Noah's Ark Pre-school is part of the work and witness of Gracious Street Methodist Church, Knaresborough. The pre-school works under the authority of the Church Council through an appointed sub-committee. The setting occupies dedicated and secure inside and outdoor space within the Church premises.

Knaresborough is an ancient North Yorkshire market town, and the premises are near the Market Square adjacent to one of the town's car parks. The work began in 1993 and has been growing and developing ever since. At the last OFSTED inspection in the summer of 2024 the setting was rated "outstanding in all areas."

We believe that childhood is a time for children to be, to explore and make meaning of their world. A sense of trust, security and belonging helps them to build positive relationships as well as respect for themselves and others. We believe when children are allowed to follow their own interests and motivations, and take age-appropriate risks within a safe, warm, caring and supportive learning environment, they will develop an eagerness to learn and acquire the skills needed for formal learning to take place later on.

Noah's Ark is a 20 place pre-school that currently employs six members of staff, including the manager of the setting. The pre-school welcomes children aged two years to five years and promotes the learning and development of all children in their care and ensures that their entire early years' experience contributes positively to their brain development and their eventual transition into school.

Noah's Ark welcomes children from a wide variety of backgrounds, different ethnicities and faiths, as well as catering for children with SEND and children with EAL. The Christian festivals are recognised and celebrated with families and children are sensitively encouraged to take part whatever their background. The setting always has a healthy waiting list and benefits from a good reputation in the local area.





About the job:

Our Pre-School manager is retiring, and we seek to appoint a replacement to lead the way. This part-time term-time-only post is a hands-on role that requires the successful applicant to work closely with our children, staff team, management committee and the Rev Gordon Hay, minister at Gracious Street Methodist Church.

Learn more:

Visit our [website](#) to discover more about our amazing pre-school, rated outstanding in Summer 2024. Visit the Gracious Street Methodist Church [website](#) to understand more about our wider community work.

Faith:

A specific faith is an essential requirement for this role and in accordance with the Equality Act 2010 it is an occupational requirement that the successful applicant is a practicing Christian.

Next steps:

We actively encourage enquiries and welcome informal conversations about this exciting opportunity. In the first instance direct these by email to myself by [clicking here](#).

- To download an application form, visit our [website](#).
- Please return completed application forms by email to our [District HR Advisor](#).

Anticipated timeline:

1. Closing date:	10 th January 2025
2. Interview date:	21 st January 2025
3. Anticipated start:	ASAP

- We reserve the right to close the vacancy earlier than this date should a sufficient number of applications be received.
- Interviews will be held in-person at Noah's Ark Pre-School, Knaresborough, HG5 8AN.

On behalf of the Gracious Street Methodist Church trustees and the management committee at Noah's Ark Pre-School, thank you for your interest in this post. I look forward to hearing from you.

With good wishes,

Doreen Whittaker
Chair of committee



Job Title: Pre-School Manager.
Employed by: Gracious Street Methodist Church.
Location: Noah's Ark Pre-school, Knaresborough, HG5 8AN.

Occupational requirement: An occupational requirement exists for the post-holder to be a practicing Christian in accordance with the Equality Act 2010.

Reports to: Accountable to the Managing Trustees of Gracious Street Methodist Church through the appointment of a Line Manager.

Key relationships:
(Internal)

- Staff and volunteer team at Noah's Ark.
- Minister in Pastoral Charge of Gracious Street Methodist Church.
- Management committee at Noah's Ark.
- Trustees of Gracious Steet Methodist Church.

Key relationships:
(External)

- Parents, guardians and carers of attending Children.
- Regulatory bodies with a relevant interest in Noah's Ark.
- The wider community, including groups and businesses.

Purpose of role:

To support the aims and objectives of Noah's Ark, a pre-school within the Christian setting of Gracious Street Methodist Church, assisting in the organisation and delivery of high-quality provision for Children.

To plan and deliver effective daily management in accordance with relevant legislation and requirements, ensuring that provision is of the highest quality meeting all the children's educational and developmental needs.

To take responsibility for the management of all staff and to liaise closely with parents, encouraging high levels of involvement.

Main duties:

- To ensure that each child is learning and developing, making progress in the areas of learning set out in the Early Years Foundation Stage Guidance; and to monitor the effectiveness of the pre-school provision.
- To be responsible for providing a high quality of teaching, ensuring that staff are properly deployed and offer appropriate stimulation and support to the children
- To ensure that the curriculum and environment supports children's current learning needs and interests. *As a Christian Preschool it is expected that Bible stories, songs, prayers and under 5's services with Playbox are included in the provision.*
- To be responsible for implementing systems of recorded observation and in The Moment Planning (ITMP) so that the children's attainment and progress is effectively and regularly assessed.
- To organise the key worker system and to supervise staff on a daily basis; to be responsible for monitoring the quality of teaching; to participate in self-appraisals and supervision meetings, to identify in-service training needs and to be responsible for monthly staff meetings.
 - To oversee the work of other staff with leadership responsibilities eg Safeguarding, Health & Safety and SENDCo, if not undertaking these roles
 - To provide a staff report for Committee Meetings and for Church Council as required
- To ensure records are maintained, e.g., daily register, accident, incident and medication book.
- To liaise closely with parents/carers as manager and key person, informing them about the pre-school, our in the moment planning, exchanging information about children's progress, encouraging parent's involvement, sharing information about Church events and activities. Organising and

attending an Under 5's Crib Service and Christmas and Leavers' events. Sourcing Christmas gifts and Christian books for Leavers. Helping the committee with fundraising.

- To ensure that the pre-school is a safe environment for children, that equipment is safe. standards of hygiene are high, safety procedures are implemented at all times, risk assessments are completed and reviewed and that fire drills are practised every half term
- To liaise with the committee, OFSTED, social services and other professionals as necessary and ensure that all legal and statutory requirements including safeguarding and welfare are implemented; to provide reports and head counts as required
- To liaise with schools or other settings regarding transitions, safeguarding, Early Help or SEND needs.
- To contribute to and to implement all pre-school policies and procedures.
- To manage the pre-school petty cash system, ensure bookings and invoices are produced and that payments are received from parents.
- To attend in-service training, staff and committee meetings, as required.
 - To keep up to date with research, updates or key messages regarding Early Years practice
 - To effectively use North Yorkshire systems eg Egress, Synergy, Provider Portal, Outlook e-mail, Teams and our own Family App to communicate
 - Ensure our Website and other online information is up to date and relevant

Other requirements:

- Maintain a good understanding of the culture, values and ethos of Noah's Ark Pre-school, Gracious Street Methodist Church and the wider Methodist Church.
- All other reasonable duties within the capabilities of the post holder that support the developing mission of Noah's Ark and Gracious Street Methodist Church.

This post is exempt from the rehabilitation of offender's act 1974 - applicants must be prepared to disclose any convictions they may have and any orders that have been made against them."

Summary of terms and conditions:

Contract type	Part-time, Term Time Only (38/52-weeks a year).
Working hours	18.5-hours per week (0.5 FTE).
Working pattern	A flexible working pattern across a traditional Monday-Friday working week is required.
Rate of pay	£14.50 hourly rate TTO (38/52) paid over 12 monthly instalments.
Location	Noah's Ark Pre-school, Knaresborough, HG5 8AN.
Pension	There is a contributory pension scheme to which eligible staff will be auto enrolled. Employees who do not meet the auto enrolment criteria may be eligible to join the Scheme, subject to certain provisions.
Probationary period	Appointments and offers of employment are conditional on the satisfactory completion of a 6-month period of probationary service. We reserve the right to extend this up to a maximum of 12-months.
DBS disclosure	Appointments and offers of employment are conditional on a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS).
Right to work	Appointments and offers of employment are conditional on the successful applicant demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006.
Training	We are an employer who will try to support you to develop and improve your professional practice. During employment with us we will consider relevant requests for continuing professional development (CPD).



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	E	D	A
Training and Qualifications			
A relevant Level 3 Qualification (eg Early Years Educator)	Yes		A, I, Q
Continued training and professional development in Early years (or a related field.)	Yes		A, I
Knowledge, Skills and Experience			
A minimum of 2 years' experience and understanding of working with Children in an early years setting.	Yes		A, I
Experience and understanding of working with Children in a church related context.		Yes	A, I
Experience and understanding of pastoral work with families.		Yes	A, I
Experience of using social media, able to engage innovatively with families.		Yes	A, I
All-round and up-to date knowledge of legislation relevant to Early Years such as EYFS, SEND, safeguarding, and the Childcare Act 2006.	Yes		A, I
Good understanding and use of written and spoken English.	Yes		I, P
Qualities and Aptitudes			
Able to maintain consistent professional boundaries, developing trusted working relationships with a diverse range of internal and external stakeholders.	Yes		A, I
Able to communicate in a culturally relevant, appropriate, and sensitive way to young people and families from different backgrounds.	Yes		A, I
Able to demonstrate an up-to-date knowledge of current thinking and development in an early years setting.	Yes		A, I
Able to remain resilient in the face of challenge whilst creating and developing an environment where Children recognise that they are respected and able to flourish and thrive.	Yes		A, I
Are enthusiastic, committed, organised and well prepared.	Yes		A, I
Able to write and present clear, informative and relevant reports.	Yes		A, I
Able to have difficult conversations, demonstrate fairness, keep meetings on track, and follow up decisions in a timely manner.	Yes		A, I
Any Other Requirements			
Well-developed and robust personal Christian faith.	Yes		A, I
Willing to engage with the structures and values of the Methodist Church.	Yes		A, I
A commitment to embed and promote good practice with Safeguarding, GDPR and Data Protection, in line with evolving Methodist policy and practice.	Yes		A, I
A commitment to undertake training as necessary and as identified appropriate by the Line Manager as soon as practically possible. Such training will include but not be exhaustive to First Aid, Safeguarding and Equality and Diversity.	Yes		A, I
Awareness of and a sensitivity to issues of Equality and Diversity.	Yes		A, I
A satisfactory enhanced disclosure from the Disclosure and Barring Service.	Yes		DBS

Assessment: A: Application form; I: Interview; Q: Proof of Qualification; P: Presentation



Adjustments:

Please let us know if you require adjustments making at any stage or to any aspect of the application process or provide us with any information that you feel relevant whilst we consider your application.

If you are selected for interview, we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview.

Please be assured that we will be supportive in discussing reasonable adjustments at all stages of the recruitment process. If you have any questions about the way that we recruit, do not hesitate to contact us by clicking [here](#).

Entitlement to work in the UK:

Any job offer and subsequent appointment will be conditional on you demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006. You will be asked to provide evidence of your entitlement should an offer of employment be made.

Experience, knowledge, skills, and abilities:

The person specification lists minimum requirements for this post. When shortlisting, the panel will only consider information that is written on your application form, and they will assess this information against the person specification. Where CVs are submitted these will not be used to make shortlisting decisions.

References:

Any job offer will be conditional, subject to the receipt of satisfactory references and we reserve the right to withdraw a conditional offer based on the references that we receive.

It is important that both referees are able to comment on your suitability to the role through their professional connection to you.

Criminal convictions:

Anyone who applies to work with us will be asked to disclose details of unspent convictions during the recruitment process. Whilst having a criminal record does not necessarily bar you from working for us this will depend on the job that you have applied for and the nature of the conviction.

Data protection:

The information you provide will be held in the strictest confidence. We process information in line with our Privacy Policy and if you are successful in your application the information that we hold will be used to administer your employment with us.

By making an application, we assume that you agree to the processing of your data in accordance with our Privacy Policy.

Equality, diversity, and inclusion:

Our aim is to have a workforce that reflects the diversity of talent and abilities drawn from across our community. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly. Unless clearly stated that an 'Occupational Requirement' is in place with a vacancy, recruitment will be made on the basis of an applicant's ability and merit as measured against the criteria for the job.

Other policies:

We have a range of policies and processes in place to protect you, to protect us and to safeguard those who use our services. You commit to work within and promote these at all times should a conditional offer of employment be made.