



ASK Kindergarten & Clubs

ASK Kindergarten & Clubs is currently seeking an inspirational Manager who is passionate about early years education.

About us:

- We're a happy, independent, family run business comprising ASK Kindergarten for 2 to 5 year olds, and ASK Clubs (breakfast and after school) for Reception up to Year 6.
- Based at All Saints Church in the beautiful riverside location of Old Isleworth in West London, we have up to 24 children per session in a large indoor space with lovely views across the River Thames.
- Double doors allow freedom of flow between the indoor space and a large self-contained outdoor courtyard.
- Beneath the trees in the church grounds is the jewel in our crown - our amazing Forest School area. Both Kindergarten and Clubs spend much of their time out in this large, magical, woodland space!

The position:

- An experienced Nursery Manager to work term-time, 6 hours per day, up to 39 weeks per year;
- Possibility to extend the role to include Clubs Manager (an additional 2 hours per day for 38 weeks per year) to offer more hours.
- Salary negotiable according to role and previous experience.

The successful candidate will:

- hold at least a full and relevant Level 3 qualification in Childcare (Early Years Educator or equivalent);
- have at least 2 years early years management or supervisory experience;
- have comprehensive knowledge and understanding of child protection and safeguarding procedures;
- be responsible for all areas of the day-to-day management of our small, dedicated team;
- be excellent at developing, and adhering to, daily routines and operational systems;
- have excellent knowledge of the EYFS Statutory Framework and be responsible for its implementation across all areas of the Kindergarten;
- be responsible for developing a rich and exciting curriculum by planning stimulating activities to develop all 7 areas of the EYFS;
- ensure that ASK is always providing the highest quality of care and education;

- ensure that ASK meets all requirements of Ofsted;
- have experience of effective staff supervision;
- have excellent inter-personal and leadership skills and the ability to build effective working relationships with colleagues;
- monitor, with all team members, the effectiveness of the assessment process for the children;
- be able to prioritise, organise and delegate tasks as necessary and plan in advance for meetings;
- have good computer/tablet skills with experience of using an online Learning Journal such as Tapestry;
- have a proven track record of working in effective partnership with parents/carers and be able to establish rapport and credibility with parents/carers;
- be pro-active, enthusiastic and self-motivated; and
- ensure a commitment to equal opportunities for all children and families.

ASK Kindergarten & Clubs is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All roles are subject to reference checks and enhanced disclosure and barring checks (DBS).

If this exciting opportunity interests you, please send us an email to receive further details and an application form. Email address: jobs@askkindergarten.co.uk