
Small Wonders Preschool

Crownhill Meeting Place, Lennon Drive, Crownhill Milton Keynes MK8 0AS

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Preschool manager
manager - £19-21ph
Permanent term time
Start date: 02/01/2027

About our School:

We are a small Preschool which is registered as a charity. We have been established for more than 30 years and maintain a good OFSTED rating. We have a committee of parents who support with fundraising activities. We open during term time 9.15-2.45 with an optional breakfast club from 8.30.

About the Role:

To manage all aspects of the preschool. Including updating policies and procedures, day to day operations, maintaining registrations and allocating places, managing staffing including all HR responsibilities. Overseeing finances and managing the administrator and supervisor. Overseeing SEND. Ensuring you are OFSTED compliant and able to see the setting through an OFSTED inspection. Make and implement improvement plans. Recognise training needs and allocate training to staff. Develop an effective curriculum and ensure it is followed out. Liaise with parents and other professionals. Lead safeguarding and ensure recording is accurate and organised. Must be an excellent communicator and have excellent organisational skills as you will be managing your own workload and making effective priorities where needed. Ensuring Health and safety standards are met.

Closing date for applications: 06/11/2026