



PRE-SCHOOL MANAGER

STEPS PRE-SCHOOL, ST STEPHEN'S CHURCH
32 HOURS PER WEEK | TERM TIME ONLY

Steps Pre-School, based at St Stephen's Church, Tonbridge, is seeking an **experienced and passionate Pre-School Manager** to lead our warm, nurturing, and faith-centred setting.

This is an exciting opportunity for a committed early years professional to provide outstanding leadership, ensuring high-quality education and care in line with the **Early Years Foundation Stage (EYFS)**, while actively promoting our strong **Christian ethos**.

As Pre-School Manager, you will:

- Lead and manage the daily operation of the pre-school
- Ensure alignment with the vision and ministry of the church
- Act as the Designated Safeguarding Lead
- Inspire and manage a dedicated staff team
- Develop and deliver a creative, inclusive EYFS curriculum
- Build strong relationships with parents, carers, and the church community
- Ensure compliance with Ofsted, safeguarding, and statutory requirements
- Support the long-term growth and sustainability of Steps Pre-School

We are looking for someone with:

- A Level 3 Early Years qualification or above
- Proven experience in a leadership or management role within early years
- A strong understanding of EYFS and child development
- Excellent communication and organisational skills
- A warm, values-led leadership style
- A commitment to ongoing professional development

This role is subject to a Genuine Occupational Requirement that the successful candidate is a practising Christian, whose life and work reflect the values of the Christian faith.

An Enhanced DBS check (including barred list) is required.

We are offering:

- A supportive church-based environment
- Term-time working
- Opportunity to lead and develop a well-established setting
- A role that makes a meaningful difference to children and families
- A salary of £24,000 - £26,000 per annum depending on experience (FTE £33,500 - £36,350)

To view the full Job Description and application form, please visit:
www.ststephens.org.uk/vacancies

Closing date for applications: 9am on 21st September 2026
Interviews: Late September / Early October 2026

St Stephen's Church is committed to safeguarding and prioritising the welfare of children, young people and vulnerable adults. All post holders are expected to share this commitment.

WE'RE PASSIONATE TO KNOW GOD AND TO MAKE GOD KNOWN