



Little Oaks Pre-School

Business Manager Vacancy

36.25 hours per week, term time only

Annual Salary: £20,670

Little Oaks Pre School are seeking to appoint a Business Manager to work at our Pre-school from 31st October 2022. The role is for 5 days per week (Monday-Friday) from 8.45am - 4pm during term time (38 weeks of the year).

The successful applicant will be exceptionally organised, a strong communicator and a friendly and welcoming first point of contact for current and potential parents of the Pre-school. Duties will include overseeing the registration and enrolment of new starters; co-ordinating Early Years funding applications and the payment of fees; ensuring that health and safety policies and procedures are adhered to and to communicate effectively with parents, staff and the Management Committee in-person and via newsletters and the website. Please find the Job Description on our website which provides a full list of the roles and responsibilities.

Experience of working in an Early Years setting is preferable and experience of working in an administrative role is essential. Potential applicants are very welcome to come for a tour of our lovely setting before submitting an application. A comprehensive hand over with our current Business Manager will be conducted before the successful applicant begins their new post.

For more information, to arrange a tour or to access an application form please visit our website or contact Megan Penn (Chair of the Management Committee) meganpenn@outlook.com.

Closing date for applications - **Friday 16th September 2022**

We are an equal opportunities employer.

Little Oaks is committed to safeguarding and promoting the welfare of children and the successful applicant will be required to undertake an enhanced disclosure through the Disclosure and Barring Service.