



The Management Committee invites applications for the post of Setting Manager.

Founded in 1971, The Wonder Years is a non-profit making educational & childcare charity run by a committee of volunteers. The Charity is Ofsted registered, affiliated to the Pre-school Learning Alliance and is an active member of the Haxby & Wigginton Early Years Partnership.

The organisation is committed to providing quality experiences for children from birth to eleven years old, within a learning and play environment which is welcoming as well as being safe, organised and purposeful, providing equality of opportunity for all.

We require a manager who is passionate, enthusiastic and committed to high-quality childcare learning and development. You will have experience of working as a manager (or deputy manager) of a nursery or pre-school already. You will need to hold a minimum of a level 3 qualification but it would be beneficial to be qualified to the level of level 6 / Degree / EYP/T. You will provide evidence of an outstanding professional background and have excellent interpersonal and leadership skills.

The successful candidate will have overall responsibility for the effective daily management of the pre-school and extended school facility and have a sound knowledge of EYFS policies and procedures including Ofsted regulations, ensuring that these are upheld and reviewed at all times.

The successful candidate will demonstrate a complete knowledge of the EYFS and be competent in IT skills, with good written and spoken English. The role will be full time 40 hours a week. The Wonder Years is open 50 weeks per year.

The successful candidate will be a positive leader and excellent communicator when managing a committed team of staff. You will motivate the staff and be an effective role model. Managing the day-to-day business of The Wonder Years will include setting and adhering to budgets, staff training, admissions procedures and working closely with the committee.

You will be required to undertake enhanced DBS disclosure. There will be a competitive salary to be agreed with the successful candidate and the opportunities to complete relevant professional development.

For further details of what this role entails, including the complete job description, please download an application pack from our website:

[www.the-wonder-years.co.uk](http://www.the-wonder-years.co.uk)

Applications to be submitted to [chair@the-wonder-years.co.uk](mailto:chair@the-wonder-years.co.uk) by 8pm on Thursday 12th July.

If you would like to visit the setting please call 01904 758717 to arrange an appointment.

Interviews to be held week commencing Monday 16th July.

This position is exempt from the provisions of the Rehabilitation of Offenders Act 1974