



Graven Hill Primary School  
Graven Hill Road, Graven Hill, Bicester, Oxon, OX25 2BF  
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Headteacher: Mr Matt Green

**Full time Pre-School Manager  
Required from September 2023**

Graven Hill is a new 2 form entry primary school with a 90-place nursery taking children from the age of 2. This brand-new school will open in September 2023 in the heart of the Graven Hill development on the edge of Bicester. The school is part of the Warriner Multi Academy Trust family of schools. We are seeking committed and highly motivated staff to join our newly forming team.

**What does the role involve?**

- To ensure the effective running of the pre-school in accordance with the OFSTED and Statutory Framework requirements, guidelines, policies and procedures.
- To ensure the emotional, educational and physical well-being of the children entrusted into the care of the pre-school class.
- To manage all the pre-school staff and support them in their roles. To feedback to the school's senior leadership team on a regular basis.

**We are looking for someone who demonstrates the following:**

- Has high expectations of teaching and learning
- To be a positive role model
- To contribute to the positive ethos of the school
- Be able to work collaboratively with a range of children and adults
- Be keen to develop as a professional
- A minimum of NVQ Level 3 qualification in Childcare, Education or Child Development
- Previous, recent experience in a similar education setting
- Being independent and able to work under pressure

Please note we can only accept CVs as supporting documentation when submitted along with a fully completed school application form.

*All schools within the Warriner MAT are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references.*

*Please be aware that, as part of the shortlisting process we may carrying out an online search in line with KCSiE.*

A job description and application form are available from our website [www.gravenhillprimary.school](http://www.gravenhillprimary.school) or the office at [info@gravenhillprimary.school](mailto:info@gravenhillprimary.school)

**Closing Date:** Tuesday 28<sup>th</sup> February at 1pm

