



Deputy Pre-School Leader – Job Description

Stepping Stones Pre-School

Position: Deputy Pre-School Leader

Reports to: Pre-School Leader- Amy Elebe

Contract: Fixed term contract from 23rd February- 17th July 2026.

Working times: Monday, Wednesday and Friday. 8:30am - 3:15pm. Term time only.

Salary: £14-£14.30 per hour.

Location: Stepping Stones Pre-School, St John's Hall, Knowle

Closing date for applications: Friday 12th December 2025

Interview date: Morning of 6th January

To apply, use the application form from the [KPC website](#)

Stepping Stones pre-school:

Stepping Stones pre-school is the pre-school at Knowle Parish Church. Our experienced practitioners and engaging curriculum offer children the opportunity to learn and grow in a safe, nurturing environment. It was rated Outstanding in its last Ofsted inspection (July 2022)

Purpose of the Role

The Deputy Pre-School Leader supports the Pre-School Leader in the effective day-to-day running of Stepping Stones Pre-School. They help ensure a safe, stimulating and nurturing environment for all children, in line with the Early

Years Foundation Stage (EYFS). The role involves leading staff, supporting curriculum planning, maintaining high-quality practice and stepping into the Leader's responsibilities when required.

Key Responsibilities

Leadership & Management

- Support the Pre-School Leader in overseeing the daily operations of the setting.
- Lead the team in the Leader's absence, ensuring smooth running and adherence to policies.
- Act as a positive role model, promoting high standards of practice, safeguarding and professionalism.
- Assist with staff supervision, mentoring, induction and ongoing professional development.
- To support the leader in maintaining the Christian ethos of the setting.
- To attend staff meetings as required (half termly evening agenda meetings).
- To be willing to undertake preparation work outside of normal working times when necessary.
- To maintain and develop professional qualification through attending appropriate training as requested by the manager.

Curriculum & Learning

- Lead the planning, delivery and evaluation of a high-quality EYFS curriculum.
- To assist in the setting up and clearing away of all activities and equipment.
- Ensure all learning experiences reflect the pre-school's values, ethos, and commitment to child-centred play.
- Be responsible for a group of children as a key person.

- To be responsible for observing, recording and assessing as required in the Early Years Foundation Stage (EYFS) framework.
- Prepare and complete two year checks, parents consultations and annual reports for those children in your key group.
- Promote inclusive practice and ensure the needs of all children, including those with Special Educational Needs are supported.
- Assist leader with the responsibilities of the SENDCO role.

Safeguarding & Welfare

- Uphold and promote Stepping Stones' safeguarding policies and procedures.
- Work closely with the Designated Safeguarding Lead and act as Deputy DSL if required.
- Ensure the environment is safe, clean and risk-assessed.
- Support the leader in the completion of health and safety risk assessment and audits.
- Build supportive relationships with children, families and external agencies.

Operational Duties

- Assist with administrative tasks such as record keeping, communication with parents and updating documentation.
- Support with preparing resources, organising activities and maintaining a welcoming environment.
- Contribute to inspections, audits and continuous improvement plans.
- Help organise events, special activities and parent engagement opportunities.
- Be responsible for the management of petty cash.

Person Specification

Essential

- Level 3 Early Years qualification (or higher).
- Strong understanding of EYFS, safeguarding procedures and early childhood development.
- Ability to lead, motivate and support a team.
- Excellent communication and interpersonal skills.
- To have a caring, patient and enthusiastic approach.

Desirable

- Previous experience in a senior or supervisory role.
- Experience working in an early years setting.
- Paediatric First Aid qualification.
- Safeguarding/DSL training.
- Experience working with SEND children and external agencies.

What We Offer

- A friendly, supportive and welcoming team.
- Opportunities for professional development and training.
- A positive, child-centred environment where staff are valued and encouraged to contribute ideas.

For more information, please contact amy.elebe@kpc.org.uk.

To be eligible to apply for this role you must have the right to work in the UK.

At Knowle Parish Church we are committed to safeguarding children, young people and adults. This appointment is subject to acceptable pre-appointment checks, including a satisfactory enhanced DBS check.