

Knowle Parish Church is seeking a LEADER OF STEPPING STONES, the Pre-school of Knowle Parish Church

- Part time position, accountable to the Stepping Stones Management Committee, a sub group of Knowle PCC
- Start date: 1 September 2025

To apply, use the application form from the KPC website.

The completed form should be emailed to the Operations Manager, Helen Allen (helen.allen@kpc.org.uk)

JOB PURPOSE

- To plan, implement and evaluate the high quality education and care for pre-school children at Stepping Stones in accordance with its mission statement (see below)
- To ensure compliance with all relevant legislation, statutory and public accountability requirements
- To impart the love of Jesus to the children parents and the wider community
- To work with Knowle Parish Church and its PCC teams to support the vision and mission of the church

The mission of Stepping Stones is:

- to nurture children and parents within a caring Christian environment
- to impart the love of Jesus in the community and beyond
- to enhance the development and education of children under statutory school age
- to provide a safe, secure and stimulating environment.

KEY RESPONSIBILITIES

People responsibilities

- To manage and encourage staff on a day to day basis
- To ensure that the staff are kept up to date with training
- To carry out annual staff reviews

Work responsibilities

- To direct and deliver the Early Years' curriculum ensuring that appropriate care is provided for the children in line with OFSTED requirements
- To be responsible for OFSTED registration
- To be responsible for providing a high quality of teaching ensuring that staff provide appropriate stimulation and support to children
- To operate the service in line with health and safety legislation, ensuring that children are safeguarded at all times, that the environment is safe for both children and staff and that only individuals with the necessary DBS checks come into contact with the children at Stepping Stones
- To ensure that the environment of Stepping Stones is a safe environment for children, staff and others
- To allocate all children to key workers and monitor the quality of interaction
- To identify, manage and mitigate all risks arising from completed risk assessments
- To create, review, manage and implement all new and existing policies and procedures especially those on confidentiality

- To monitor and assess children through observations and organise appointments for parents with key workers
- To liaise with nursery schools and arrange visits for children leaving Stepping Stones at the end of the academic year
- To ensure that parents, staff and the church community receive appropriate communication to remain engaged with Stepping Stones
- To lead daily staff prayers
- To regularly update the Self Evaluation Form (SEF)

Financial responsibilities

- To work with the Stepping Stones Management Committee to ensure the ongoing financial viability of Stepping Stones

Administrative responsibilities

- To respond to all enquiries about Stepping Stones and deal with sending out offers
- To calculate staff wages monthly
- To make claims for funding and to liaise with Solihull Council about funding issues
- To order all necessary materials and equipment and milk through the Government agency
- To pay invoices and code payments and receipts for the Treasurer
- To monitor payments into and out of the Stepping Stones bank account
- Attending courses to keep up to date on safeguarding issues
- To attend Rainbow Tots once a term to maintain links with Stepping Stones
- To do all necessary planning for the smooth and effective running of Stepping Stones
- To update as necessary all risk assessments and policies
- To liaising with other professionals as necessary e.g. social workers, speech therapists, health visitors

PERSON SPECIFICATION

Criterion	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Qualified to NVQ Level 3 or equivalent • Committed Christian who is prepared to work within the Anglican tradition and its beliefs 	Degree in Early Years Education
Skills and Abilities	<ul style="list-style-type: none"> • A passion for Early Years' childcare and development • Ability to sustain a caring Christian ethos within the Pre-School by example and instruction • Ability to take opportunities to share God's love with and explain the Christian faith and what it means to them to children, parents and carers • Ability to work with other staff and groups within KPC to develop and implement the vision and mission 	

	<ul style="list-style-type: none"> • Good interpersonal skills and a servant hearted attitude to leadership • Ability to think creatively • Be positive, flexible and sensitively manage change 	
Experience	<ul style="list-style-type: none"> • Experience of working in an Early Years setting in a regulated environment 	Experience of managing a class/group in an Early Years' setting
Knowledge	<ul style="list-style-type: none"> • Knowledge of the Early Years curriculum and the statutory requirements • Knowledge of how to keep up to date with legislative changes and government issued guidance 	

TERMS

The hours are 8.30am – 3.15pm with 30 minutes for lunch (paid) on Mondays, Wednesdays and Fridays during term time. Holidays taken during term time will be unpaid. Outside term time you will receive half pay.

The Stepping Stones Leader is paid separately for administrative work completed outside the working hours above. (Although this will vary from month to month, on average, you should expect this to take 11-12 hours per month).

The salary is £14.94 per hour for the Stepping Stones sessions worked and £12.27 per hour for administrative work completed outside those hours. (The salary will be subject to an annual increase from 1 April 2025, the amount of which has not yet been decided).

The post is subject to a 6 month probationary period.

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.

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

Further information about KPC is available on our website www.kpc.org.uk.

- Closing date for applications: 12pm, 13 March 2025
- Interviews at Knowle Parish Church: Monday 24 March 2025

If you would like to have a conversation about this role, please contact Clare Fillingham on clare.fillingham@kpc.org.uk

**A Genuine Occupational Requirement applies in terms of the Employment Equality (Religion or Belief) Regulations 2003, that the appointee to this post should be a committed Christian with a firm faith.*