



Due to our continued growth and multiple outstanding status, Buttons Preschools are looking for amazing, competent, patient and experienced **Operational Support Manager** to support a portfolio of our fabulous settings. The role is term time only plus an additional 4 weeks, thus a 42 week per annum post, 40 hours per week.

The below criteria is **essential** and only candidates that closely meet this will be considered:

- Highly motivated with the ability to motivate others
- Excellent organisational skills, the ability to multi task is essential
- Level 3 essential although Level 5 in leadership and management desirable
- Driving licence and vehicle are essential as travelling between provisions will be a key part of the role
- Excellent time management and communication skills
- Knowledge of Eylog, Cpoms and Bromcom are desirable
- Fun personality with the ability to adapt management style to fit a diverse team of staff

Excellent rates of pay and development opportunities exist working for this growing provider with an excellent reputation in the market place.

If the above sounds like you, we would love to hear from you! You would need to hold a relevant early years qualification at level 3 or above and have at least 2 years experience of managing an early years provision. Please contact us on 01908 533404/07973158368 or email trisha@buttonspreschools.co.uk, for an application pack and Job Description.

Previous applicants need not apply.

The closing date for applications is 15th July 2024 we reserve the right to interview candidates and appoint prior to the closing date.

Buttons Preschools Limited is committed to safeguarding and promoting the welfare of children. Successful candidates will undergo two reference checks and an Enhanced Criminal Reference Check through the DBS. This post is exempt from the Rehabilitation of Offenders Act (1974) applicants must be prepared to disclose convictions they may have and any orders which have been made against them.