

Part of the **Hurst** Family of Schools

PENNTHORPE
NURSERY PRE-PREP PREP

Pre School Lead

Candidate Pack



Welcome

THANK YOU FOR YOUR INTEREST IN THE ROLE OF PRE SCHOOL LEAD AT PENNTHORPE

We are delighted that you are considering joining Pennthorpe and becoming part of the community that makes our school such a special place to learn, work, and grow. At Pennthorpe, we believe childhood should be cherished and education inspiring. Our aim is to give every child a joyful, ambitious, and nurturing journey—one that builds confidence, curiosity, kindness, and resilience. We want pupils to leave us not only with strong academic foundations, but with the character and compassion to thrive in an ever-changing world.

Excellence here is defined by more than outcomes; it lives in the warmth of relationships, the vibrancy of classrooms, and the genuine care shown for others. Our staff bring energy, expertise, and a deep commitment to ensuring every child is known, valued, and inspired.

To join our team is to embrace school life wholeheartedly. We look for colleagues who bring enthusiasm, warmth, and a sense of fun, and who understand the privilege of helping children flourish. Pennthorpe is a place where everybody is somebody, and where teamwork, high expectations, and genuine care sit at the heart of school life.

I am immensely proud of our school and the people who make it such a rewarding place to work. If you would like to visit or discuss the role informally, please contact Lauren Manvell (recruitment@pennthorpe.com | 01403 822391). When you are ready, applications can be submitted via our online form.

Thank you for considering Pennthorpe. We appreciate the time invested in your application, and each one will be reviewed with care. I look forward to hearing from you.

Mr Jon Marler
Head of School

About Pennthorpe

Pennthorpe is a thriving, happy, and purposeful school where children are at the heart of everything we do. It is a special community shaped by wonderful pupils, dedicated staff, and supportive families. We believe childhood should be joyful, nurturing, and full of opportunity, and we seek professionals who share this belief and want to make a meaningful difference in young lives.

We are a school with a strong sense of family. Every child is known, valued, and supported, and relationships sit at the centre of our culture. Kindness, openness, and respect underpin daily life, creating an environment where children feel safe, confident, and ready to learn. Staff work in a collaborative, caring environment where high expectations sit comfortably alongside warmth, humour, and mutual respect.

Pennthorpe offers a broad and enriching education that celebrates individuality and recognises that success looks different for every child. Small class sizes, excellent pastoral care, and creative, responsive teaching help pupils develop confidence, curiosity, resilience, and independence. Staff are encouraged to innovate, reflect, and contribute ideas that shape provision across the school.

Our curriculum is rich and varied, including Forest School, sport, swimming, the arts, trips, and a lively programme of clubs and enrichment. We believe every child is unique and brilliant, and we design learning that nurtures their strengths and character. Care sits at the heart of our ethos, with every child choosing a trusted adult Champion, and our motto, "Born not for ourselves alone," guiding daily life.

Pennthorpe is proud to be part of the Hurst Family of Schools, offering staff access to shared expertise, excellent professional development, and clear pathways for progression, while maintaining our distinctive identity.

This is a school full of warmth, energy, and optimism, where staff feel valued, trusted, and supported to grow.



Our Aims

- To inspire all pupils with the ambition to discover and achieve excellence
- To stimulate and nurture all pupils on a uniquely personal journey of self-development
- To build a community and develop relationships that make a positive difference
- To invest in the future of our children.

Pennthorpe – Part of the Hurst Family of Schools

From the beginning of the Spring Term 2026, Pennthorpe became part of the Hurst family of schools through an exciting new partnership with Hurstpierpoint College. This development marked a significant and positive step for our community, strengthening our long-term future while honouring everything that makes Pennthorpe distinctive.

Pennthorpe and Hurst share deeply aligned values, a child-centred ethos, and a commitment to exceptional education. Becoming “Pennthorpe – Part of the Hurst Family of Schools” allows us to remain the warm, nurturing school we have always been, while benefiting from the experience, stability, and opportunities that come from being part of a larger, well-established group.

Our pupils and staff gain from enhanced collaboration, increased stability in a changing educational landscape, and the strategic strength of working alongside a respected partner. At the same time, Pennthorpe continues to operate with its own Board of Governors and retain responsibility for its safeguarding, performance, and strategy, ensuring continuity and protecting our unique identity.

For those joining our team, this is an exciting moment to be part of Pennthorpe's evolution, combining the spirit, ambition, and close-knit community of our school with the wider opportunities and support offered by Hurst.



The Benefits

There are many reasons to join Pennthorpe, including:

- Great autonomy to focus on things that make the biggest difference, and to enable all to bring their own personality and character to the workplace
- Friendly and supportive team and a busy staff social calendar
- Staff wellbeing opportunities including dedicated staff wellbeing initiatives as well as an annual Whole School Wellbeing Week
- An allocated mentor to help with all queries and concerns
- Support for working parents
- Professional development opportunities
- Numerous career progression opportunities
- Personal Accident cover, including dental
- Contributory stakeholder pension scheme
- School lunches, cooked on-site, are provided to all staff during term time
- Secure on-site parking



Pre School Lead

This role requires a Beehive Lead who is passionate, nurturing and committed to providing an exceptional early years experience for every child. You will develop a thorough understanding of Pennthorpe's vision for Early Years education, working closely with the Head, Assistant Head Teaching, Learning and Inclusion, Reception team and colleagues across the school to ensure that the Beehive remains a safe, inspiring and thriving environment. Combining strong leadership, excellent organisational skills and a child-centred approach, you will play a vital role in shaping children's earliest educational experiences and ensuring that the highest standards of care, teaching and learning are consistently maintained.

At Pennthorpe, this role sits at the heart of the Early Years provision. You will contribute to the strategic development, day-to-day leadership and continued growth of the Beehive, helping to create an environment in which children feel secure, valued and inspired to learn. Your responsibilities will include leading outstanding teaching and learning, overseeing curriculum planning and assessment, supporting and developing staff, maintaining compliance with EYFS requirements and safeguarding procedures, and building strong partnerships with parents. You will also play a key role in recruitment and retention initiatives, transition arrangements into Reception, budget management, parent engagement events and the promotion of the Beehive within the wider community.



The successful candidate will be committed to delivering excellence across all aspects of the provision. You will be confident leading a team, balancing strategic priorities with day-to-day operational demands, and ensuring that every child receives the highest quality education, care and support.

This is an opportunity to become an integral member of a supportive and ambitious school community, making a lasting impact on children's development during their most formative years. With a warm and nurturing approach, strong leadership skills and a commitment to continuous improvement, you will play an important role in developing confident, independent and school-ready learners. Your work will help ensure that every child and family experiences the very best start to their Pennthorpe journey, within an environment that reflects the school's values, promotes wellbeing and fosters a lifelong love of learning.



Role Overview

To lead the day-to-day operation of The Beehive, ensuring the delivery of outstanding care, supervision and enrichment opportunities for children attending before and after school. The role is responsible for creating a safe, nurturing and engaging environment that reflects Pennthorpe's values, supports pupils' wellbeing and provides a high-quality extension to the school day for children and families.

Leadership & Daily Operations

- Lead the day-to-day running of The Beehive, ensuring a safe, welcoming and inclusive environment in which all children feel happy, supported and engaged.
- Plan, organise and oversee a varied programme of age-appropriate activities that provide opportunities for creativity, play, relaxation, social development and enrichment.
- Supervise children attending breakfast and after-school provision, ensuring high standards of care, behaviour, safeguarding and wellbeing are consistently maintained.
- Manage daily routines, registers, attendance records and collection procedures, ensuring children are accounted for and dismissed safely in accordance with school policies.
- Ensure The Beehive environment remains organised, well-resourced, stimulating and fit for purpose, maintaining high standards of presentation and care.

Childcare, Safeguarding & Wellbeing

- Build positive and supportive relationships with pupils, promoting independence, confidence, good behaviour and positive social interactions.
- Maintain a thorough understanding of safeguarding, child protection and welfare procedures, acting promptly and appropriately on any concerns in line with school policy.
- Support children with varying needs, ensuring that all pupils are included, valued and able to participate fully in activities and routines.
- Administer first aid when required and maintain accurate records of incidents, accidents and welfare concerns.
- Encourage healthy lifestyles and positive wellbeing through the provision of appropriate activities, routines and supervision.

Communication & Administration

- Establish positive relationships with parents and carers, acting as a welcoming point of contact and communicating professionally regarding children's attendance, wellbeing and experiences within the provision.
- Work closely with teaching staff, form tutors and colleagues across the school to ensure continuity of care and the effective sharing of relevant information.
- Maintain accurate records relating to attendance, dietary requirements, medical needs, incidents and safeguarding matters in accordance with school procedures.
- Support the efficient operation of the provision through effective administration, organisation of resources and monitoring of stock and equipment requirements.

Compliance & Continuous Improvement

- Ensure that all activities, routines and practices comply with school policies, health and safety requirements, safeguarding guidance and relevant childcare regulations.
- Carry out risk assessments and daily safety checks, ensuring that indoor and outdoor spaces remain safe, secure and suitable for children.
- Support the ongoing development of The Beehive by contributing ideas, reviewing provision and identifying opportunities to enhance the experience offered to pupils and families.
- Undertake training and professional development as required, remaining up to date with best practice in childcare, safeguarding and pupil wellbeing.
- Contribute positively to the wider life of the school, supporting events, initiatives and activities that strengthen the sense of community across Pennthorpe.

This overview outlines the key responsibilities of the role, and candidates are encouraged to download the full job description from our website for a comprehensive understanding of the post. As Pennthorpe continues to grow and develop, the responsibilities of this role may be reviewed periodically to support both the evolving needs of the school and the post-holder's ongoing professional development.

Person Specification

Essential Qualifications

- Relevant Level 3 Early Years qualification or above.
- Paediatric First Aid qualification, or willingness to obtain.
- Commitment to ongoing professional development.

Essential Experience & Knowledge

- Significant experience working within an Early Years setting.
- Sound knowledge of the EYFS Framework and current Early Years practice.
- Experience of planning, assessment and monitoring pupil progress.
- Strong understanding of safeguarding and child protection requirements.
- Experience of building positive relationships with parents and carers.

Essential Skills & Attributes

- Excellent leadership and organisational skills.
- Strong communication and interpersonal skills.
- Ability to inspire, motivate and support colleagues.
- Warm, nurturing and child-centred approach.
- Ability to work effectively as part of a team.
- High levels of professionalism, initiative and discretion.

Desirable

- Experience of leading an Early Years team.
- Knowledge of SEND and inclusive practice.
- Experience of outdoor learning and child-led learning approaches.



How to Apply

If you are ready to take the next step and apply to become part of our inspirational team, please submit your application using our electronic Application Form (<https://www.pennthorpe.com/application-form/>) which includes uploading a covering letter by the application deadline.

- Contract: 8:00am – 5:30pm Monday-Friday
- Start Date: January/April 2027
- Application Deadline: Monday 5th October, 2026
- Interview Date: Week commencing Monday 12th October
- Responsible to: Senior Leadership Team
- Salary: £28,584 p.a.



Equal Opportunities

Pennthorpe is an equal opportunities employer and welcomes diversity. We would love applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability of age.

Safeguarding

Pennthorpe is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

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Pennthorpe
Church Street, Rudgwick
West Sussex, RH12 3HJ
01403 822391
enquiries@pennthorpe.com
www.pennthorpe.com