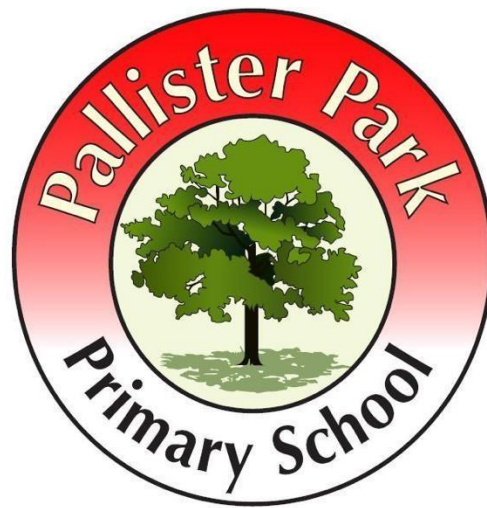


Recruitment Pack



Nursery Room Leader

September 2026



Welcome from Our Children 1st MAT

Dear Applicant,

Thank you for your interest in joining our Trust. We are a single primary school serving over 500 children aged 2-11 years.

At Our Children 1st, we:

- Put children at the heart of everything we do
- Work hard to give every child the very best start
- Offer outstanding teaching, learning, and exceptional care
- Believe in fairness and equality of opportunity
- Ensure every child has the right to an excellent education

Enclosed in this pack you will find;

- Job Advert
- Job Description
- Person Specification
- Safeguarding Information
- How to apply

The job application form is a separate document for you to complete and return to us.

Thank you again for your interest in our post, and good luck with your application.

Kind regards,

Heather Adams

Head Teacher

www.pallisterparkprimary.co.uk

Job Advert

Post	Room Leader
Grade	G, NJC point 13-18
Salary	FTE £30,515 – £32,578
Hours	35 hours per week, Term Time only plus 5 days
Start Date	ASAP
Contract Type	6 months (in the first instance)

**Closing date for applications;
Monday 5th October 2026 at 12 noon**

Interviews will take place w/c 12th October 2026

Advert

Are you passionate about primary education and ready to join our vibrant school community?

Join us in shaping young minds and creating bright futures at Pallister Park Primary School. We are seeing an enthusiastic Room Leader to join our dedicated team working in our Nursery serving 2 to 4 year olds.

Our School:

At Pallister Park Primary, we pride ourselves on creating an environment where both children and staff thrive. Our commitment to being 'ready, respectful and safe' underpins everything we do. We offer exciting learning opportunities that extend beyond the classroom, fostering a love for learning in our pupils while supporting our staff to develop and excel.

About the Role:

- Support the development of our youngest pupils at the start of their educational journey
- Lead and oversee the day-to-day running of the nursery room, including line management of nursery staff and ensuring the provision meets EYFS requirements
- Work with groups and individuals to provide targeted learning support
- Adapt learning materials and approaches to meet individual needs
- On occasions provide one-to-one support for children with Education Health and Care Plans
- Support with the inclusion and emotional development of all children within the classroom and the wider school
- Foster independence, confidence and self-esteem in young learners
- Engage in professional development opportunities

What We are Looking For:

- Experience working with nursery children, particularly those with SEND
- Level 3 Early Years Qualification or higher
- Understanding of child development and early years curriculum
- Ability to build and maintain positive relationships with children, staff and parents
- Flexibility and creativity in adapting approaches to meet individual pupil needs
- Strong communication skills
- Enthusiasm and creativity
- Commitment to inclusion, safeguarding and child welfare

What We Offer:

- Term time working – school holidays off
- Supportive and friendly team environment
- Excellent professional development opportunities
- Engaged and encouraging leadership team
- Chance to be part of a school that goes beyond the classroom
- Exciting learning opportunities and experiences
- Excellent pension scheme (LGPS)
- Work-life balance with family-friendly hours
- Public sector job security

**Safeguarding:**

We are committed to safeguarding and promoting the welfare of children. The successful candidate will be required to undergo an enhanced DBS check.

How to Apply:

Please visit www.pallisterparkprimary.co.uk to download an application pack or contact pkrecruitment@oc1st.co.uk for more information.

Pallister Park Primary School is committed to equal opportunities and welcomes applications from all sections of the community.

Job Description

Job Purpose	
Operational management:	- Working under the frameworks created by the headteacher and teachers in school, plan learning day to day, and adapt provision to meet the needs of pupils. - Where required, plan and lead group sessions, including focussed small groups for identified groups of children. - As key workers, maintain learning records and provide regular feedback on children's learning, progress and development, using the agreed format. - Engage with children to develop sustained, shared thinking, and promote the characteristics of effective learning, as defined in the EYFS. - Support children in self-regulating their behaviour, as part of their personal, social and emotional development; encouraging children to become aware of the consequences of their actions for others, and helping them to become aware of the needs and feelings of others. - Develop positive relationships with parents and carers and enable them to contribute to children's learning and celebrate children's experiences and achievements at home and nursery. - Support pupils in their social and emotional well-being, and develop and implement related social, health and physical programmes. - Encourage and motivate pupils to promote independence and resilience and increase self-esteem. - Support children on visits where the planning and risk assessments have been approved by leaders.
Resource management:	Contribute to effective use of grants / budgets to support the best outcomes for children
Communications:	- Establish rapport and respectful, trusting relationships and communicate effectively with pupils, their families and carers, and other agencies / professionals. - Initiate appropriate and effective communication with other professionals, forging and sustaining relationships across agencies. - Maintain effective professional working relationships across the staff team - Support pupils in their social and emotional well-being, and develop and implement related social, health and physical programmes.

Systems and information:	• Act as key worker – maintain observational assessments so that children's learning and progress can be tracked and recorded. E.g. 2-year-old progress checks. • Assist in the induction and development of other support staff, cascading information and good practice where appropriate. • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality. • Participate in staff meetings. • Share information confidentially about pupils with teachers and other professionals as required.
Safeguarding:	• Carry out tasks associated with pupil's personal hygiene and welfare, including personal intimate care, physical and medical needs, whilst encouraging independence. • Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate.
Data Protection	• To comply with the Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
Planning and organising	• Plan, prepare and maintain the learning environment, with reference to planned provision and identified enhancements. • Undertake routine clerical duties as required. • Support the use of ICT and adhere to relevant policies. • Participate in appraisal, training and other learning activities.
Health and Safety	• Be aware of and implement your health and safety responsibilities as an employee and, where appropriate, any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • Work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	• Promote inclusion and acceptance of all pupils. • Within own area of responsibility work in accordance with the aims of the Equality Policy, treating individuals with respect for their diversity, culture and values.
Flexibility	• Be prepared to work flexibly, within the defined parameters of the post, to meet the needs of the setting, and the changing levels of occupancy throughout the year. • All staff are required to comply with Policies and Procedures.

Room Leader Person Specification

Person Specification:	
Essential	Desirable
Knowledge and Experience • Good understanding of child/ young people's development and learning processes • Understanding of individual children and young people's needs • An understanding that children/young people have differing needs and knowledge of inclusive practice • Appropriate experience working with children in an educational setting	• Knowledge of Behaviour Management techniques • Knowledge of Child Protection policies & Procedures • Knowledge of Health & Safety legislation • Experience in other relevant skills e.g. art/music/sport • Experience of delivering evidence based interventions that accelerate learning
Occupational Skills • Good written and verbal communication skills: able to communicate effectively and clearly and build relationships with a range of staff, children, young people, their families and carers • Behaviour management • Good reading, writing and numeracy skills • The ability to converse at ease with parents/carers and provide advice in accurate spoken English is essential for the post	• Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable timeframe
Behaviours • Demonstrable interpersonal skills • Ability to work successfully in a team • Able to exercise judgement • Confidentiality • Flexibility	• Creativity
Professional Qualifications • Recent and relevant Level 3 Early Years Qualification or higher	• Appropriate first aid training / food hygiene training • Enhanced training in supporting young children's learning
Other Requirements • Enhanced DBS clearance	

- To be committed to the setting's policies and ethos
- To be committed to Continuing Professional Development
- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours and attitudes
- Ability to use authority and maintaining discipline
- An empathy for equality & diversity

CRIMINAL RECORDS DECLARATIONS FORM

If you are unsure about how to answer the questions on this form, please **contact Nacro's Criminal Record Support Service on 0300 123 1999 or helpline@nacro.org.uk**. All enquiries to this service are confidential. You will not be asked for any personal details, unless you want information or advice sent to you.

Surname:

First name:

Do you have any unspent convictions or conditional cautions?

Yes No

Do you have any spent adult cautions (simple or conditional) or convictions that are not 'protected' as by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)?

Yes No

Do you have any unspent adult cautions (simple or conditional) or convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)?

Yes No

If you have answered yes to either question, you now have two options for disclosing your criminal record.

Option 1: You can disclose your criminal record on a separate sheet if you mark a cross on the line below and attach the details in an envelope stapled to this form. The envelope should be marked CONFIDENTIAL and state your name and details of the post.

I have attached details of my conviction separately_____ (please mark with an X if appropriate.) **Option 2:** Please provide details in the space below.

DECLARATION

I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Our Children 1st Academy Trust.

Print Name:

Date:

Please return this form to: Mrs Nicola Russell

USERNAME REQUEST FORM

Online Background / Socials Checks

In accordance with Keeping Children Safe in Education 2023 guidance, we will conduct online background checks on all shortlisted candidates.

Please provide usernames or links to all your social media and professional profiles, such as:

Facebook

Twitter

LinkedIn

Personal Website or Blog

This information will allow us to complete necessary suitability safeguarding checks. Your details will be handled sensitively and deleted after the recruitment process ends, in compliance with GDPR (General Data Protection Regulations).

If you have any concerns about providing profile information, please contact us to discuss alternatives. We aim to carry out thorough candidate assessments while respecting privacy. Our top priority is keeping children safe.

WEBSITE	USERNAME
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<i>Example: Facebook.com</i>	<i>Your username can be found by clicking the 3 dots next to edit profile and scrolling down to username link</i>
<i>Example: Instagram</i>	<i>John_smith1981</i>