## JOB TITLE: NURSERY ROOM LEAD

# REIGATE ST MARY'S PREPARATORY AND CHOIR SCHOOL
## INFORMATION FOR CANDIDATES

### Role commences: January 2027









# REIGATE ST MARY'S PREPARATORY AND CHOIR SCHOOL

Reigate St Mary's Preparatory and Choir School (RSM) was founded in 1950 to provide an education for choir boys who sang at St Mary's Church in Reigate. Choirmaster, Godfrey Searle, bequeathed his house, Sunnyside, for the establishment of the school along with a trust fund to ensure the continuation of the choral legacy.

Today, RSM is a modern, forward thinking coeducational junior school and Godfrey Searle's Sunnyside house forms part of a wonderful 15 acre school site with modern buildings, playing fields, playgrounds, nature areas, dens and a Forest School. It is located in the heart of Reigate, a historic market town in the east of Surrey at the foothills of the North Downs, an area of outstanding natural beauty.

RSM is part of the Independent Association of Preparatory Schools (IAPS) and, in 2003, became a junior school of Reigate Grammar School (RGS), a multi award winning coeducational senior school, named Tatler School of the Year 2020. RGS is located just a few minutes' walk away and this close proximity allows RSM to make use of their many facilities and resources. Approximately 80 percent of children transfer to RGS at 11 years old, and the remaining leavers join other top senior schools in the locality.

RSM has approximately 360 boys and girls ranging from 2 ½ to 11 years old. The school provides an inspirational and exciting education preparing children for happy and fulfilled lives. Academic outcomes are excellent and this is achieved within a warm and caring environment by developing close relationships with children and their families. RSM children know they are truly valued and this gives them the confidence to take challenges, learn from mistakes and ultimately reach their full potential. RSM was shortlisted for Independent Preparatory School of the Year 2020 in recognition of this.

The school takes a growth mind-set approach to education and the curriculum reflects the importance of a breadth of study in preparing children for exciting future careers. Education for Social Responsibility (ESR) is at the heart of this and Headmaster, Nick Oakden, leads ESR for IAPS schools nationwide. The aim is to produce confident, resilient and creative young people who care deeply about a sustainable and equitable future for everyone. Sustainability issues are prioritised and RSM is an Eco School with Green Flag status.

There is significant and ongoing investment in technology throughout the school and IT is embedded in all teaching. Classrooms are exciting and inspiring places where children use technology to explore. There is an impressive IT lab and Mac suite and the school's Lego robotics team has been worldwide finalists in Lego robotics competitions many times.

Children play a variety of sports and the school site has four football pitches, a hockey pitch, two multipurpose courts, an artificial cricket strip and a 200 metre running track. The school also has use of RGS's impressive sports grounds at Hartswood. A strong extracurricular programme, with over 50 clubs on offer each week, provides extra sporting opportunities as well as a broad range of other popular clubs such as dance, chess, martial arts and craft. An emphasis on outdoor learning means the children spend as much of the timetable as possible learning outside in the grounds and Lower School children enjoy regular Forest School sessions in addition to this. Every child is a member of one of four well established Houses and this gives them a sense of belonging and peer support as well as providing plenty of opportunities for friendly inter-house competitions.

Music is an important part of life at RSM with a strong peripatetic music programme and a range of choirs and ensembles. There are many productions and performances throughout the year and children regularly perform within the community and at local festivals.

Successfully passed all areas in the 2026 Independent School Inspectorate.

"PUPILS ARE CONFIDENT, CURIOUS LEARNERS WHO ARE ENCOURAGED TO BE CREATIVE AND TAKE RISKS WITH THEIR LEARNING".

"EARLY YEARS CHILDREN RAPIDLY GAIN A BROAD RANGE OF SKILLS AS THEY ENGAGE WHOLE - HEARTEDLY IN ACTIVITIES THAT COVER ALL AREAS OF LEARNING."

ISI INSPECTION REPORT





# JOB DESCRIPTION

Full-time, permanent, approximately 48-week contract, with flexible work patterns available.

## Benefits

- Lunch provided free of charge
- Employee Assistance Program
- Flexible work patterns to suit your lifestyle
- Staff training and development opportunities
- Use of the gym and swimming pool at Reigate Grammar School at designated times, free of charge
- Cycle to work scheme available.

Reports to: Head of Nursery

The Room Lead will have day-to-day responsibility for a designated Nursery room and may be asked to work flexibly across the Nursery according to the needs of the children and the provision.

## PURPOSE OF THE ROLE - Exceptional Beginnings

To lead the day-to-day provision within a designated room at our RSM Nursery, ensuring consistently high-quality care, early education and safeguarding in a warm, nurturing and stimulating environment where every child feels safe, happy and known.

The Room Lead will provide confident leadership to the room team, setting clear expectations, modelling excellent Early Years practice and ensuring that the EYFS is implemented effectively. The postholder will oversee the organisation of the room, staff deployment, planning, assessment and children's individual needs, working closely with the Head of Nursery and the wider Early Years team.

The Room Lead will also act as a Key Person for an identified group of children and will build strong partnerships with families. They will help ensure that children's experiences make full use of RSM's extensive grounds, specialist facilities and the wider opportunities of an established independent prep school.

## Why Join Reigate St Mary's?

This role offers the opportunity to:

- Help shape an expanding Nursery, welcoming children from six months.
- Lead and develop a talented Early Years team.
- Enjoy RSM's 15-acre campus, specialist facilities and outstanding outdoor learning.
- Build strong relationships with children and families.
- Grow your leadership skills through excellent professional development.
- Enjoy lunch provided during the working day.

## KEY RESPONSIBILITIES

These are illustrative responsibilities commensurate with the role. The role and responsibilities may evolve over time, as required by the Headmaster and Head of Nursery.

### Room Leadership & Team Development

- Lead the day-to-day running of your room and deploy staff effectively.
- Model excellent practice, set clear expectations and support colleagues to develop their practice.
- Build a positive team culture with clear communication and effective handovers.

### Care, Wellbeing & the Key Person Role

- Ensure every child receives warm, individualised care and support.
- Lead the Key Person approach and support settling and transitions.
- Promote wellbeing, independence and inclusion, seeking specialist support where needed.

### Learning & Development

- Lead ambitious, play-based provision in line with the EYFS.
- Oversee observations and assessment to identify meaningful next steps.
- Model excellent interactions and make full use of RSM's facilities and grounds.

### Partnership with Parents & Families

- Build warm, professional relationships with parents and carers.
- Communicate clearly about children's wellbeing, learning and development.
- Encourage parents to be active partners in their child's progress and transitions.

### Safeguarding, Welfare & the Nursery Environment

- Ensure safeguarding and welfare procedures are understood and followed.
- Maintain a safe, clean and well-organised room.
- Keep accurate records and ensure EYFS requirements are consistently met.

### Professional Practice & Wider School Life

- Work with Nursery leadership to maintain consistent, high-quality practice.
- Engage fully in training, supervision and professional development.
- Contribute to wider RSM life and model the RSM Values.








# JOB DESCRIPTION CONTINUED

## PERSON SPECIFICATION

### Essential

- A full and relevant Level 3 Early Years qualification or above.
- Previous senior nursery experience, ideally as a Room Leader or Senior Practitioner.
- Strong leadership and organisational skills.
- Strong knowledge of the EYFS, safeguarding and welfare requirements.
- Excellent communication and relationship-building skills.
- Paediatric First Aid, or willingness to obtain it.

### Desirable

- Experience supporting Ofsted preparation or nursery quality improvement.





# FURTHER INFORMATION

## TERMS AND CONDITIONS

- Salary: competitive and dependent on experience and qualifications.
- Non-teaching staff at Reigate St Mary's Preparatory and Choir School are remunerated according to Local Government scales.
- Employees are entitled to join the School's Defined Contribution Pension Scheme.
- Lunch is provided free of charge during term time.
- All staff have access to the school swimming pool and fitness room at designated times, free of charge.
- Successful applicants will be required to make an enhanced disclosure to the Disclosure and Barring Services and to complete an Online Pre-Placement Medical Questionnaire.
- All shortlisted candidates will be required to complete a 'Suitability to work with children: self-declaration form'. This form must be completed, signed and returned to HR prior to the interview taking place.

## SAFEGUARDING

This role will involve contact with children. Reigate Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's safeguarding policy (available on our website) and are required to declare any criminal convictions, cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Services. Full details are given on the application form. The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

## EQUAL OPPORTUNITIES

Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons from all backgrounds. We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils by fostering perseverance, tolerance and integrity. We believe in equal opportunity for everyone, irrespective of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive

## APPLICATIONS

Applicants are asked to complete the Support Staff Application Form and Supplementary Form (which are also available on our website) and send them with a supporting statement together with a CV addressed to Dawn Holmes as soon as possible and by 9.00am on Friday 27 November 2026 at the latest. Applications will be considered in the order in which they are received, and the school reserves the right to make an appointment prior to the closing date.

Reigate Grammar School is committed to ensuring that the privacy of applicants and employees is protected. The School Privacy Notice is available on the school website and is included in the application pack and sets out how the school uses and protects any personally identifiable information that is collected as part of the recruitment process.

Within your application letter we would be grateful if could indicate where you saw this position, whether it was from the TES, Indeed or another source.

Shortlisted candidates will be invited for interview. Interviews with senior staff will explore each candidate's ability to perform the duties of the post, subject knowledge, ability to relate appropriately to pupils and colleagues, organisational and pastoral skills, and willingness to contribute to the school community.

Applications should be addressed to the Head of Human Resources and sent (by letter or by email) to:

Mrs Dawn Holmes
Head of Human Resources
Reigate Grammar School
Reigate Road, Reigate, RH2 0QS

01737 222231

hr@reigategrammar.org | reigatestmarys.org



# SCHOOL LOCATION AND DIRECTIONS

The RSM campus is situated in the historic and vibrant market town of Reigate, which sits within an area of outstanding natural beauty. There are excellent train links to London and the town is close to the M25. Reigate has been voted one of the best places to live in the UK on a number of occasions, reflecting its unique mix of independent shops and restaurants, large parks and green spaces, and easy access to the countryside. There are many excellent local sports clubs which are also hubs for friendship and community.

## By Road

Reigate Grammar School and Reigate St Mary's Preparatory and Choir School are situated on the south side of the A25 about a quarter of a mile east of Reigate town centre, between Reigate and Redhill. The most direct route is via the M25. Exit at junction 8 and join the A217 south. Travel to Reigate town centre and turn left to join the one way system.

Continue down Castleford Road to the T junction and bear left onto the A25 Reigate Road. For Reigate St Mary's, turn right into Chart Lane and the entrance is on the right. For Reigate Grammar School, remain on the A25 for 500 metres and the entrance is on the right.

## By Rail

Regular main line services operate from London to nearby Redhill station and the Reading to Tonbridge line serves Reigate station and a number of other towns to the east and west.

## By Air

Gatwick is the nearest airport, only 20 minutes away by road and Heathrow is a 40-minute journey. Both have regular scheduled flights from UK, European and international destinations.

