LITTLE
Tormead
GUILDFORD



Co-Educational Pre-School Nursery
for children aged 6 months to 4 years

Candidate Brief

Early Years Practitioner

FULL-TIME OR PART-TIME POSITION, PERMANENT
START APRIL 2027



Little Tormead, Guildford

Located across two sites in central Guildford, the Tormead family is a leading group of schools that includes Little Tormead Nursery (opening in April 2027 for girls and boys aged 6 months - 4 years), Tormead Prep (girls aged 2-7), Tormead Senior & Sixth Form (girls aged 11-18), and Rydes Hill Pre-Prep and Nursery School (children aged 2-7).

Little Tormead will open its doors, bringing together outstanding early years education, exceptional care and the values of a highly respected educational community. Created for children aged 6 months to 4 years, Little Tormead will provide a beautiful and nurturing environment in which young children feel secure, inspired and cherished. Thoughtfully designed both indoors and outdoors, every aspect of the nursery will encourage curiosity, creativity, independence and a lifelong love of learning.

We believe that the earliest years lay the foundations for a child's future. During this precious stage of development, children deserve experiences that are rich in opportunity, relationships that are built on warmth and trust, and an environment in which they are known, valued and encouraged to flourish.

We are seeking an enthusiastic, nurturing and highly motivated Early Years Practitioners to join our friendly team in delivering high-quality care, teaching and learning experiences for our youngest children. This is an exciting opportunity to become part of a vibrant and caring independent school community that values every child's unique potential. The successful candidates work closely with Room Leaders to support all aspects of nursery life, fostering a safe, stimulating, and nurturing learning environment to allow pupils to thrive. Daily responsibilities include working in partnership with parents, carers and professionals to promote the well-being of the children, implementing the Early Years Foundation Stage (EYFS) curriculum and acting as a Key Person for an allocated group of children.

Candidates will have a genuine love and passion for early years education, creating a sense of fun, joy and creativity for the children, ensuring a warm, happy home-from-home environment for our youngest learners. Candidates will hold a minimum of a Level 3 qualification in childcare and will have a warm and caring attitude and a genuine desire to make a positive difference to children's learning.

Full-time and part-time positions available, all year round, working from 7.15am to 6.15pm on a rotational basis. We offer a friendly and inclusive working environment, and our benefits package includes a competitive salary circa £32,357 to £34,827 (full-time equivalent, depending on experience and qualifications), 30 days' annual leave plus bank holidays, professional development opportunities, a generous contributory pension scheme, free lunches and refreshments when school is in session, uniform, and use of the gym and sports facilities at Tormead School.

Visits to the School and Nursery are warmly welcomed so that you can experience the atmosphere and values of our setting first-hand. For more information and to apply for the role, please contact our HR team **Recruitment@tormeadschool.org.uk** or visit our website **www.tormeadschool.com.**

The closing date for applications is Wednesday 6 January 2027 at 9.00am. However, 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 should the ideal candidate(s) be identified.

Required for April 2027

Full-time and part-time positions avilable,
52 weeks per year

Salary: £32,357 to £34,827
(full time equivalent), depending on experience and qualifications.



Nursery Room Leader

Job Summary

To support the Room Leader in the smooth running of the nursery classroom. To deliver high standards of care, child development and learning for nursery children in a welcoming, caring and safe environment. To comply with all regulatory requirements, including the Early Years Foundation Stage.

Main Responsibilities

Child Development and Learning

- Maintain a stimulating, engaging and interactive environment for all children.
- To lead activities for a group of children.
- To assist with the planning and delivery of the daily programme of purposeful play activities to suit the children's needs and stages of development, supporting and promoting each child's learning.
- To guide and monitor children's progress, provide feedback to the Room Leader on pupil progress; assessing and observing where required to help inform children's developmental next steps.
- Be proactive in embedding classroom routines so children are continually supported.
- Be a key person to a number of children, providing a secure attachment figure to help children settle, meeting their care needs such as feeding, sleeping and nappy changes, planning for your key children's needs and interests and monitoring and supporting their development.
- To complete the children's learning journals and assessment of progress in Nursery.
- Liaise regularly with parents about their child's needs, interests, and progress.



- Ensure records of the children's day are completed and the details communicated to parents.
- Ensure effective working practice is followed including safeguarding and adhere to all School policies and procedures.

Health & Safety

- Support children's eating needs, encouraging children to eat and drink when required. Record and communicate children's daily eating and toileting habits.
- Ensuring effective supervision at mealtimes and that all dietary requirements are adhered to for children within your room.
- Always maintain a clean and safe environment both inside and outside.
- Undertake daily risk assessments e.g. locking gates, spillage of water, monitoring the condition of toys and equipment and reporting any health and safety concerns to the Room Leader.
- Maintain good order and behaviour among pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Working within the School's Health and Safety Policy to ensure a safe environment for the children, their parents and carers, the nursery team, and any visitors to the Nursery.

Pastoral and Wellbeing

- To be sensitive to the needs of all children.
- Promote positive values, attitudes, and good behaviour of children.
- Promote positive professional relationships with the Nursery team.

Continuing Professional Development

- Reappraising professional performance, keep up to date with EYFS requirements and best practice.
- Be committed to improving own practice through appropriate training and development.
- Engage actively in the performance review process.

General

- For your key children, write effective observations and comments that contribute to their parents' evening notes and early years reports.
- Work as part of the whole nursery team and take on additional responsibilities as required.
- Be available to work in any areas of the Nursery, undertaking the care and supervision of the children and ensuring its smooth running.
- To carry out playtime and lunchtime duties as required.
- Attend meetings as required (departmental, staff, pastoral, parent meetings, etc.).
- Ensure confidentiality is maintained in the nursery.
- Actively promote and model good practice in equality, diversity, and inclusion, and to support and uphold fundamental British values.
- To adhere to all School policies, procedures, and risk assessments, including safeguarding, child protection and health and safety.

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.

Key Relationships

Internal: Room Leader, nursery and pre-prep colleagues.

External: Parents and prospective parents and pupils.

Key and Desirable Skills

ESSENTIAL

Qualifications & Training

- Minimum Level 3 childcare .
- Evidence of continuing and relevant professional development.

Experience

- Experience of Early Years Education.
- Experience of providing care and education to children with a wide range of needs and abilities.

Knowledge & Understanding

- Strong understanding of early childhood development and learning.
- Good knowledge of the EYFS curriculum
- Knowledge and commitment to child protection, health and safety, equal opportunities and SEN/ inclusion.
- Knowledge of health and safety procedures.

Skills & Abilities

- Ability to provide consistently high levels of quality care and education opportunities for all children.
- Caring, friendly, approachable, open, welcoming and personable.

- Proactive and positive team player, able to work constructively as part of a team.
- Able to work under direction but use own initiative.
- Able to maintain confidentiality.
- Able to carry out light physical duties to include lifting children and setting up resources.
- Reflective approach and commitment to personal development.

DESIRABLE

Qualifications & Training

- Minimum of 2 years' experience within a childcare setting.
- Experience of working in the independent sector.

Experience

- Excellent knowledge of how to provide for the needs of young children.
- An understanding of the independent school sector.

Knowledge & Understanding

- An understanding of the independent school sector.

Skills & Abilities

- Able to observe and assess children's development.
- Record keeping and reporting.
- Adaptable and flexible and the ability to cope with changing needs.



Benefits

Our benefits package includes a salary of circa £32,357 to £34,827 (full time equivalent), depending on experience and qualifications, 30 days' annual leave plus bank holidays, professional development opportunities, a contributory pension scheme, free lunches and refreshments when school is in session, uniform, and use of the gym and sports facilities at Tormead School.

Applications

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Tormead School is committed to safeguarding and promoting the welfare of children and young people and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check. We conduct online searches for all shortlisted candidates as part of our due diligence checks.

Safeguarding Children

The postholder is responsible for promoting and safeguarding the welfare of children and young persons with whom they come into contact, and to adhere to and ensure compliance with the School's Safeguarding Policy at all times. If, in the course of carrying out their duties, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to one of the school's Designated Safeguarding Leads in accordance with the School's policies and procedures.




A Beautiful Beginning
Little
Tormead