LITTLE
Tormead
GUILDFORD



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

Candidate Brief

Nursery Room Leader

FULL-TIME AND PART-TIME POSITIONS, PERMANENT
START APRIL 2027



Little Tormead, Guildford

In April 2027, **Little Tormead, Guildford** 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 Guildford 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.

Why Little Tormead Guildford?

At Little Tormead Guildford, we are creating a nursery that combines:

- **Exceptional early years education and care**
- **Dedicated and highly skilled early years professionals**
- **Inspiring indoor and outdoor learning environments**
- **Individualised attention to support every child's unique development**
- **Meaningful opportunities for exploration, imagination and discovery**
- **A warm and welcoming community where every child and family feels they belong**

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. Your extensive knowledge, application and delivery of the EYFS and of high-quality early years practice will ensure that every child has the ability to flourish.

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, 30 days' annual leave plus bank holidays, professional development opportunities, and free lunch when Nursery is in session.

For an informal discussion or tour of Little Tormead, please contact **Emma Mitchell**, Head of HR, **emitchell@tormeadschool.org.uk** or call 01483 575101. For further information and to apply for the role, please contact the HR Team **recruitment@tormeadschool.org.uk** or visit our website: **www.tormeadschool.org.uk**.

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: £37,050 to £38,285
(full time equivalent), depending on experience and qualifications.



Nursery Room Leader

Job Summary

To ensure the smooth running of the classroom, including the planning and delivery of sessions. 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 (EYFS). Line management responsibility for Nursery staff in your allocated Room.

Main Responsibilities

Child Development and Learning

- Provide a stimulating and engaging environment for the children on a daily basis.
- Be proactive in developing and embedding classroom routines, ensuring all staff consistently practice the routines so children are continually supported.
- Plan and implement adult-directed purposeful play activities to suit the children's needs and stages of development, supporting and promoting each child's learning.
- 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.
- Write effective observations on children and ensure learning journals are of high quality and kept up to date for the Room.
- Oversee, track and assess the progress and attainments of the children in your Room, ensuring individual developmental needs of all children are met.
- Keep up to date with EYFS requirements and be proactive in the implementation of new initiatives.
- Maintain a high level of communication with parents, including producing reports to parents and participating in Parents' Evenings for the children in your Room.
- Ensure records of the children's day are completed and the details communicated to parents.
- Develop effective working practice within the Room including safeguarding and adhere to all School policies and procedures.

Health & Safety

- Administering first aid, when required, and maintaining appropriate records of first aid.
- Support children's eating needs, encouraging children to eat and drink when required. Ensuring effective supervision at mealtimes and that all dietary requirements are adhered to for children within your Room.
- Record and communicate children's daily eating and toileting habits. Ensure that dietary records are kept up to date, displayed in your Room and shared with Catering.
- 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 Nursery Manager.
- 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, including those with additional needs.
- Promote positive values, attitudes, and good behaviour of children.
- Promote positive professional behaviour within the staff team.

Operational

- Ensure that the recommended staff/child ratios are maintained at all times and organise your team to ensure all staff are occupied.
- Maintain the day-to-day smooth running of the room, by working effectively with your team and ensuring that paperwork and logs are up to date.
- Act as key holder to open and close the nursery.

Staff and Management

- Provide leadership, supervision and support for Nursery staff in your allocated Room.
- Conduct regular supervision meetings with the staff in your Room, assisting in the setting of appropriate targets.
- Develop your team's knowledge and skills identifying areas of development.
- Support newer and less qualified members of staff within your team (acting as a mentor).

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

- To be accountable for the preparation and development of teaching resources.
- 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: Nursery Manager, 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

- Minimum of 2 years' experience within a childcare setting.
- Experience of providing care and education to children with a wide range of needs and abilities.

Knowledge & Understanding

- Sound understanding of early childhood development and learning.
- Excellent knowledge of how to provide for the needs of young children.
- Strong working knowledge of the EYFS curriculum.
- Knowledge and commitment to child protection, health and safety, equal opportunities and SEN/inclusion.
- Knowledge of health and safety policy, practices and procedures.

Skills & Abilities

- Committed to providing consistently high levels of quality care and education opportunities to all children.
- Caring, friendly, approachable, open, welcome and personable.
- Proactive and positive team player, able to lead in a positive way.
- Able to observe and assess children's development
- 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

- Degree in Early Years.
- Paediatric First Aid.
- Basic Food Hygiene.

Experience

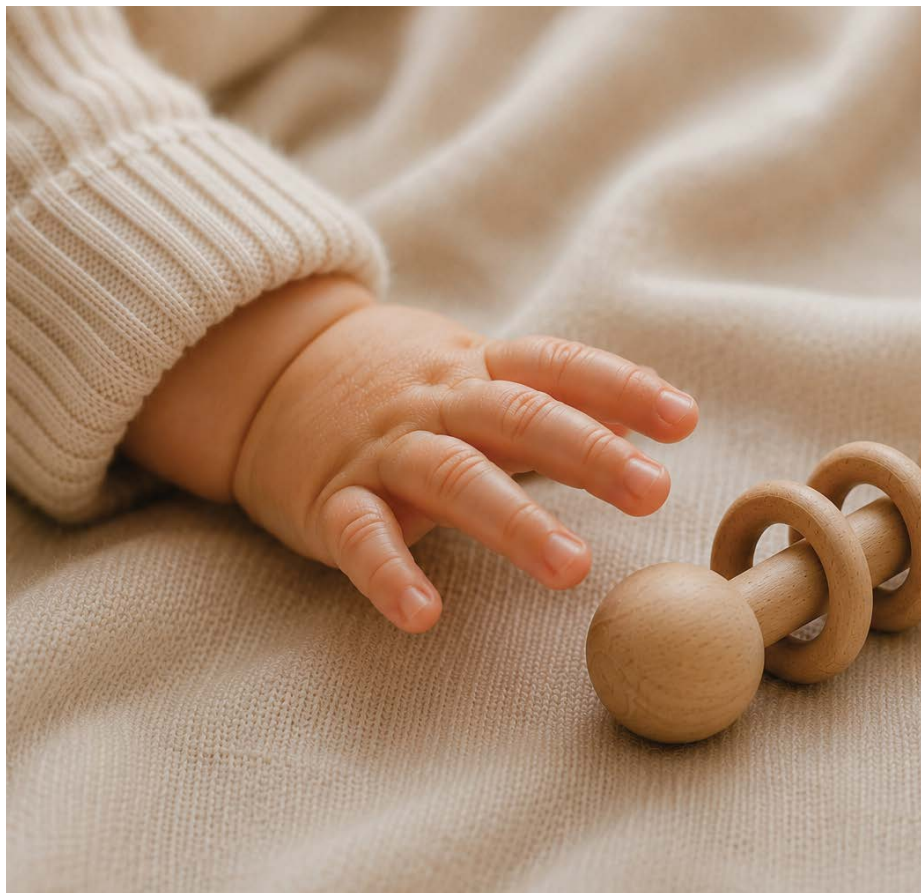
- Room Leader experience.
- Experience of working in the independent sector.

Knowledge & Understanding

- An understanding of the independent school sector

Skills & Abilities

- Record keeping and reporting.
- Adaptable and flexible and the ability to cope with changing needs.







Benefits

Our benefits package includes a salary of circa £37,050 to £38,285 (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

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**.

Deadline for applications

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.

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.

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