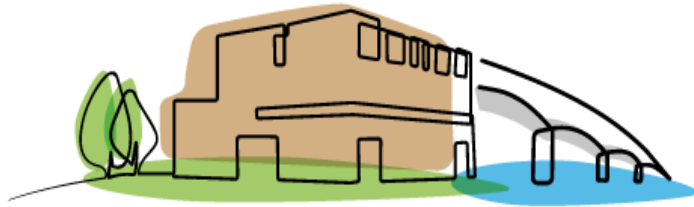


Valentine Primary School



VALENTINE

PRIMARY & NURSERY

Level 3 Early Years practitioner

Candidate Information Pack

Job start date: April 2026

Contents:

1. Advert text
 2. Job Description
 3. Person Specification
-

The early years are the foundation stone to life-long learning. Do you want to be part of a brand-new nursery provision?

Thank you for your interest in our advertised position: Nursery Room Early Year's practitioner. We are looking to appoint an exceptional candidate and qualified childcare level 3 professional with the responsibility for the day to day running of their room. They perform an important role caring for children, maintaining a high quality, stimulating learning environment, supervising staff and imparting their knowledge and skills to others. They are creative and reflective leaders able to implement new ideas and use a range of strategies to continually improve practice and support the management team.

In November 2025 we opened our new Preschool and Nursery at Valentine School catering to pupils aged from 6 months to 4 years old. The setting has a teacher-in-charge and Nursery lead whose roles are to facilitate high-quality teaching and learning planning and to support the team in delivering our goals and objectives.

Information about our school:

We are a large (three-form-entry) primary school and nursery situated in the city of Southampton serving a diverse community.

We are led by an Executive Headteacher and a large leadership team that incorporates our staff from our 2 sister schools in the city.

Our offer to every colleague:

- Bespoke professional development opportunities.
- Cutting-edge technology for the planning and delivery of lessons. Use of multi-collaboration platforms to simplify the process of lesson planning.
- A device to help your planning, preparation and assessment.
- A 'Staff wellbeing charter' with perks including, a paid days leave throughout the year for personal wellbeing. A commitment to reduce planning.

Application information:

Your interview day is a mutual process aligned to helping you to decide if this is the school to advance your career in. We aim to make the day as supportive as possible. Any questions pre or post application can be sent to Vanessa Rattley, our school business manager.

(vanessa.rattley@valentineprimary.co.uk).

It would be expected that the post holder can demonstrate **strongly** the competencies outlined in this post definition to be shortlisted for interview.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to satisfactory references, health checks, social media checks and an enhanced DBS clearance.

Valentine Primary Pre School and Nursery – POST DEFINITION

JOB DESCRIPTION: Nursery Room Leader

GRADE:	Grade 6
HOURS:	37 per week
CONTRACTURAL ARRANGEMENTS:	Permanent Full Time (52 weeks)
START DATE:	April 2026
RESPONSIBLE TO:	Nursery Phase Leader for EYFS (Teacher-In-Charge)

CORE DUTIES

The Room Leader will work as a key person and is responsible for providing safe, high-quality education and care for pre-school children. They are expected to lead and manage room staff on a day-to-day basis and to implement the Nursery's policies.

GENERAL ROLE FUNCTIONS:

- Support the running of a room/age group within the nursery.
- Plan for the room/age group (in collaboration with the Nursery team); track the assessment of the children; deal with issues that may arise; and ensure the routines and expectations are carried out.
- Work closely with the manager and room leader.
- Interact, supervise and keep the children safe and happy as well as supporting the nursery team in the day to day running of the nursery.
- Have a key worker group with responsibility of their learning and assessments e.g. learning journey observations and next steps as well as supporting all other children in the nursery.
- Adhere to the policies and procedures at Mason Moor Primary School and work within the Child protection act, current Keeping Children Safe in Education, health and safety legislation and within the guidelines of Ofsted and National Standards.
- To work as part of a team and support members of staff and children in the nursery.
- You will share the responsibility for safeguarding and promoting the welfare of all of the children

DETAILED RESPONSIBILITIES & DUTIES:

1. Academic and Pastoral Care

- a) Under the direction of the Early Years Foundation Lead and The Head of Nursery, take responsibility for drawing up curriculum plans which take into account the requirements of the Early Years Foundation Stage for the children in your care.
- b) Ensure that room staff, volunteers (e.g. students) and resources are effectively managed.
- c) Be responsible for providing a high quality of teaching and learning, ensuring that staff are properly deployed and offering appropriate stimulation and support to the children.
- d) Manage the key person system and be responsible for implementing systems of observation, record keeping and report writing so that children's progress and achievements are effectively and regularly assessed.
- e) Act as a key person to a small group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met.

- f) Ensure records are properly maintained, e.g. daily attendance register, accident records and daily safety checks.
- g) Observe and record children's progress and under the direction of the the Early Years Foundation Lead and The Head of Nursery, produce accurate, well written Learning Journeys, within agreed timescales.
- h) Ensure that the team under your direction also produce accurate, well written Learning Journey within agreed timescales.
- i) Liaise closely with parents/carers, exchanging information about children's progress and encouraging parents' interest and involvement.
- j) Liaise with the SENCO and other professionals as necessary
- k) Advise the DSL or safeguarding officer of any concerns over a child eg safeguarding.
- l) Ensure the room is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high and health and safety procedures are implemented at all times.

2. Professional Standards

Reporting to Early Years Foundation Lead and The Head of Nursery, the Early Years Practitioner will:

- a) Attend staff meeting and in-service training courses as required.
- b) Ensure the whole team works flexibly and takes shared responsibility so that adult:child ratios are always maintained through regular staff rotas and paid-for over-time, when needed and agreed in advance.
- c) Keep completely confidential any information regarding the children, their families or other staff which is acquired as part of the job.
- d) Keep up to date with current good practice.
- e) Undertake any other reasonable duties as directed by the Senior Leadership Team or Executive Headteacher

Person Specification – Nursery Assistant/Early Years Practitioner

Category	Essential	Desirable
1. Qualifications/ Professional Development	<ul style="list-style-type: none"> Early years/child care level 3 or higher GCSE Maths & English C or above 	<ul style="list-style-type: none"> Paediatric first aid Food Safety (level 1 or 2)
2. Experience	<ul style="list-style-type: none"> Worked in a nursery or EYFS setting Planning and assessing in EYFS Key worker system Good knowledge of the Early Years Foundation Stage and learning expectations. Knowledge of how to plan, assess and deliver activities in an EYFS setting. 	
3. Strategic Leadership	<ul style="list-style-type: none"> Ability to articulate and share a vision of what a nursery needs to offer to parents and families within the Millbrook Community. Ability to inspire and motivate staff and children. Ability to analyse data sets to see trends in a child's profile. Knowledge of assessing pupils' needs to ascertain if they have special educational needs. Understanding of and commitment to promoting and safeguarding the welfare of pupils 	
Category	Essential	Desirable
4. Skills, Qualities & Abilities	<ul style="list-style-type: none"> High expectations of pupils' learning and attainment Strong commitment to school improvement and raising achievement for all Ability to build and maintain good relationships 	<ul style="list-style-type: none"> Have a hobby which may relate to the children's development e.g. a sport, craft

	<ul style="list-style-type: none"> • Ability to remain positive and enthusiastic when working under pressure • Ability to organise work, prioritise tasks, make decisions and manage time effectively • Empathy with children 	
5. References	<ul style="list-style-type: none"> • Positive recommendation in professional references • Satisfactory health and attendance record 	<ul style="list-style-type: none"> • Professional reference without reservations. • Strong positive examples of
6. Safeguarding	<ul style="list-style-type: none"> • Valentine Pre School and Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants 	

