



St Christophers Academy Application Pack

Nursery & Preschool Room Lead





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INTRODUCTION

Welcome to St Christophers Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

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School Business Manager

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St Christophers Academy

Gorham Way, Dunstable, Bedfordshire LU5 4NJ

www.stchristophersacademy.org



ABOUT BEST

BEST VISION, VALUES & BELIEFS

BEST Vision Statement

To grow the BEST in everyone

We believe in the importance of high expectations, hard work and the development of a community of schools where each of us strive to 'be the best that we can be'.

BEST Values

We will:

Always put Children first

Our reference point question is 'how will this improve outcomes for children and enable them to go on and succeed in life?'

Collaborate to support and compete to challenge

Our schools work together to add value and compete to continually improve

Provide community-based provision

Our schools form a coherent learning community at the heart of the Bedfordshire community

BEST Beliefs

We will:

Deliver BEST outcomes

Outcomes will be in the top 20% nationally

Provide BEST opportunities

An extensive range of opportunities beyond the classroom will be provided to develop the whole person

Nurture talent

Our responsibility is to invest in our people and bring out the BEST in everyone

Operate a high autonomy, high accountability culture

Professionals will lead our system and take responsibility to continually raise standards

Lead through service



Leaders and followers will work together with mutual respect and shared responsibility

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at www.bestacademies.org.uk/jobs

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



ABOUT ST CHRISTOPHERS ACADEMY

St Christophers Academy is a primary school with approximately 380 pupils including a Nursery with 60 children. The school is located in the town of Dunstable, close to the border with Luton.

In February 2025 the Academy was inspected and judged as Good in all areas. Since then, we have continued to improve and are constantly striving to develop our practice and raise levels of achievement.

The size of the Academy and membership of the Trust mean that opportunities available to staff are incredibly varied and wide-ranging. We have a growing reputation for developing an exciting and innovative culture of research within the Academy.

The Staff teams across the academy are very friendly and welcoming. We are always available to help with any matters and work together to help make the background running of the Academy run as smoothly as possible.

If you would like to visit St Christophers Academy during a normal teaching day, please do not hesitate to contact us on Tel: 01582 500960



JOB DESCRIPTION

Nursery and Preschool Room Lead

JOB TITLE:	Nursery and Preschool Room Lead
BASED AT:	St Christophers Academy
SALARY/GRADE RANGE:	NJC Level 2D Point 5 (FTE £25,583)
REQUIRED:	June 2026
RESPONSIBLE TO:	Early Years Lead
HOURS:	8:30-3:30 (32.5 hours per week) Term-time only including staff training days

PURPOSE OF ROLE

Nursery and Preschool Room Lead, manages the room and leads by example.

MAIN DUTIES AND RESPONSIBILITIES

- Overall to manage the room by example to others and thereby promote respect for the role. Your staff will learn and perform by how you perform your own role on a day to day basis.
- Ensure you are familiar with all key school policies and procedures and that your staff are kept up to date.
- Maintain appropriate staffing levels at all times, ensuring that compliance with regulations relating to minimum staffing levels is adhered to..
- To ensure that supervisions are carried out on a regular basis to assist staff with their development.
- Carry out on-the-job training and coaching for your team as appropriate.
- Actively encourage the continual development of best practice.
- Proactively contribute to effective team working and foster open and honest communication amongst all staff members and volunteers.
- Commit to on-going personal learning and development and attend training as appropriate.
- Work in partnership with early years professionals, for example Health Visitors and SEN services.

- To ensure your staff adhere to the school policies regarding personal health, hygiene, dress code, punctuality, sickness and absence.
- Attending and taking part in staff meetings as appropriate

Childcare and Curriculum Responsibilities

- To deliver the Early Years Foundation Stage framework and any other appropriate guidance for young children in accordance with school.



- Observe each child's progress and report on achievements, looking for progression and continuity alongside the Early Years Foundation Stage using our school assessment system.
- Ensure your own key children profiles and those of your staff are up to date and maintained at the required quality level. Check profiles at least half termly.
- Ensure you have a clear understanding of the settling of new children into the nursery.
- Ensure that employees attend to the all-round daily needs of the children by enhancing their physical, intellectual, social and emotional development.
- Assist children with personal care, including changing nappies, assisting with toileting and other associated welfare duties.
- Maintain accurate records for all children including attendance registers.
- Understand and participate in the key person system.

Parent and Carer Responsibilities

- Work in partnership with parents/carers, recognising that parents are their children's first educators, and encourage parental involvement in the nursery.
- Hold regular parents' consultations.
- Follow school Safeguarding procedures.
- Be vigilant and diplomatic if you feel that there is a safeguarding or protection issue pertinent to the child. Inform management if in doubt.
- Understand the cultural, religious, ethical or personal preference issues that some parents may have in relation to their child.

Room and Premises Responsibilities

- To ensure the room is kept tidy and organised to allow for the efficient use of time and to maintain the high-quality standards in line with school policy.
- To ensure resources, toys and equipment are organised, stored correctly, cleaned regularly and any replaced as necessary.
- To ensure any signs pictures or displays that are fixed to the wall are tidy, appropriate and in keeping with school policy.
- Room and outdoor area risk assessments are carried out as required.
- Displays changed regularly and in line with school policy.

Note:

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the BEST Head of Schools & Directors to undertake work of a similar level that is not specified in this.



PERSON SPECIFICATION

Nursery & Preschool Room Lead

	Essential	Desirable
Education and qualifications	Level 6 Early years qualification or equivalent	Qualified Teacher Status or willingness to work towards. Recent first aid training
Skills and abilities	Ability to lead a team of staff. Able to plan age appropriate activities meeting the needs of all learners. Able to liaise with parents and engage them in their child's learning. Strong organisational skills. Able to observe, assess and track children's learning & development Strong behavior for learning skills. The ability to work as part of a team, developing positive relationships with parents, children, colleagues and outside agencies. Suitable to work with young children.	Ability to motivate staff and train staff in their next steps as professionals.
Experience	Experience working with children aged 2 – 5 years old. Experience in planning and assessing to meet pupils needs. Experience working with children with English as an Additional Language (EAL). Experience working with children with Special Educational Needs (SEN).	Experience within a similar role.
Knowledge	Knowledge of current legislation and guidance (e.g. EYFS) Awareness of good practice of an effective early years curriculum Key operational policies and procedures e.g. health & safety, child protection, behavior management and administering of medication Children's developmental stages Knowledge of Safeguarding and Keeping Children Safe in Education.	Knowledge of SEN and the Code of Practice. Knowledge of how to support EAL learners.
Disposition	Enthusiastic and friendly Honest, trustworthy and reliable Reflective Flexible approach Commitment to Equal Opportunities Commitment to Continuous Improvement	Creative Confident



HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date: 18th May 2026

Interview date: 22nd May 2026

*The academy reserves the right to interview upon application if they so wish.

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.

