



CLOWNS NURSERY
MANOR HOUSE PRE SCHOOL



Job Application Pack

Classroom Lead and Head of Pastoral

Permanent Position, 46 Working Weeks a Year

Closing Date for Applications: Monday 30th March 2026



ABOUT US

Clowns Nursery Manor House Pre-School is an exceptional, independent childcare provider for children aged 6 months to 4 years and 11 months. Located just a stone's throw from Hampstead Heath and Golders Hill Park, our purpose-built nursery features eight bright, spacious classrooms and three well-equipped gardens.

At Clowns, we focus on the learning journey, helping children develop the skills, attitudes, and mindset to overcome challenges and become confident, curious, and resilient lifelong learners. Our aim is to give every child the tools to thrive emotionally, socially, and academically.

We are an inclusive, welcoming community where every child, family, and staff member is valued and treated with respect. Passionate educators are at the heart of our nursery, and we encourage staff to share their individual interests and talents to enrich children's learning experiences.

We are proud of our outstanding 4+ results, with many of our children going on to secure places at highly regarded local independent schools – a testament to the care, expertise, and dedication of our team.

Clowns Nursery is relentlessly committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.



SUMMARY OF THE ROLE

This classroom-based position encompasses a variety of responsibilities related to pastoral care, health and safety, and the smooth operation of the Nursery.

The individual in this role will primarily focus on delivering exceptional pastoral care to both children and staff within the Nursery while fostering the development of the Personal, Social, and Emotional curriculum. They will provide guidance to the Head on issues concerning processes, policies, and strategies, with a particular emphasis on pastoral care.

As the Classroom Lead, the postholder will be experienced and expected to create a structured learning environment. They will ensure that each pupil progresses at an appropriate pace through differentiated, high-quality planning and teaching. It is essential that the postholder guarantees all children have access to age-appropriate and safe resources, equipment, and activities (both indoors and outdoors) to help them reach their full potential and development.

Additionally, the postholder will serve as one of the Nursery's Designated Safeguarding Officers, playing a crucial role in safeguarding and promoting the welfare of all children.

As a member of the Senior Leadership Team, the postholder will collaborate with the Head, Deputy Head, Early Years Lead, Operations Manager, and Development Manager, and will report directly to the Head.

ABOUT THE ROLE

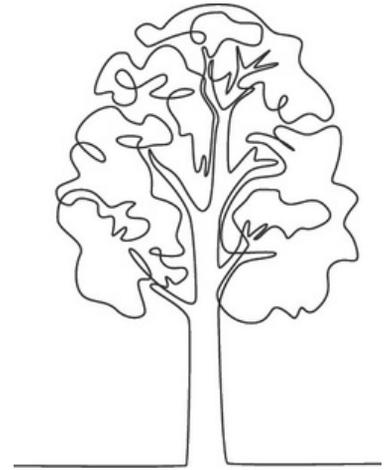
Application deadline: Midnight on Monday 30th March 2026

Interviews: Dates to be discussed with successful candidates

Employment Commences: 1st September 2026

Salary: Competitive, subject to skills and experience

Contract: Permanent, full-time (46 working weeks per year)



We reserve the right to interview, appoint, and close the advert early depending on the volume of applications we receive.

ADDITIONAL BENEFITS

Additional holidays

In addition to the nursery's scheduled closures (21 days plus bank holidays), the post-holder will receive an additional two weeks (10 working days) of annual leave.

Staff Wellbeing Programme

Opportunity to participate in an accredited, 12-week evidence-based resilience and mental health education programme, led by our dedicated Cognitive Development and Wellbeing Lead.

Professional Development

Extensive CPD and bespoke training opportunities to support continued professional development.

Workplace Pension Contributions

Enjoy employer pension contributions.

Laptop Provision

A work laptop would be provided.



JOB DESCRIPTION

PASTORAL CARE AND HEALTH AND SAFETY

- To proactively maintain and update all relevant policies and procedures, in consultation with the Head and Deputy Head.
- To work alongside the Senior Leadership and wider staffing team to ensure all safeguarding and welfare requirements are consistently met, including Health and Safety Law.
- To support the Deputy Head with the timely and accurate completion of Two-Year Progress Checks (prior experience not required).
- To take responsibility, alongside the Head, for all matters pertinent to health, safety and hygiene. This includes:
 - Ensuring that fire safety is covered during staff induction;
 - Undertaking a daily risk assessment of the nursery, including all outdoor areas;
 - Reviewing risks assessments and updating as necessary;
 - Conducting a monthly audit of health & safety issues in the nursery.
- To maintain, update and evaluate nursery records related to health and safety (risk assessments, existing injuries, accident and medication records etc.).
- To meet monthly with the Senior Leadership Team to collate and assess the quality and accuracy of existing injuries, accident and medication records.
- To arrange termly fire drills with the Head and Deputy Head, including a written evaluation of the drill and any subsequent actions to be taken throughout the nursery.
- Liaising with the fire alarm company to pre-warn them of fire drills.

SAFEGUARDING

- To be one of the Designated Safeguarding Officers (must complete DSL training), and safeguard and promote the welfare of every child within the Nursery.
- To keep up to date with safeguarding legislation and best practice and inform the Senior Leadership Team in a timely manner.
- To ensure all staff receive Induction Training in Health and Safety, Fire, Accident and Emergency and Pastoral Care and both understand and are fully conversant and compliant with the relevant policies and procedures.
- To ensure all staff comply with the requirements regarding the most recent Keeping Children Safe in Education document.



RECORDS

- The Head of Pastoral must ensure that nursery records in relation to health and safety are kept honestly and accurately.
- They should organise and oversee the maintenance of nursery records pertinent to health and safety and update them as required (registers, risk assessments, existing injuries, accident and medication records such as care plans).
- The Head of Pastoral must collate and assess the quality and accuracy of all medication/accident and existing injury records (PEEP, Child on Child Incident Record Sheets, Accident Forms etc.)
- Regular evaluation and updating of the PEEP, Fire Evacuation and Lockdown forms



TEACHING AND LEARNING

- To work closely with the Senior Leadership Team to ensure outstanding practice across the Nursery as set out in the Early Years Foundation Stage (EYFS) Practice Guidance.
- To support the staff to ensure consistent, high-quality teaching and learning across the Nursery in compliance with the EYFS curriculum.
- To establish a structured learning environment to ensure that each pupil develops at an appropriate pace through differentiated, high-quality planning and teaching.
- To ensure all children have access to age-appropriate and safe resources, equipment and activities (both indoor and outdoor) to enable them to reach their full development and potential.
- To complete accurate observations and assessments of children's development and progress and write high-quality reports twice yearly.
- To attend parents' evenings to discuss pupils' progress with parents alongside the Head.
- To lead by example, and take responsibility for supervising, mentoring and motivating the class team. This includes helping colleagues to understand the Early Years Outcomes and track children's progress in their Learning Journals to the expected outstanding level.
- To recognise and provide constructive feedback to colleagues to guide their professional development.
- Please note, you will be expected to complete planning and report writing, attend parent meetings and display children's work once the teaching day has ended.

GENERAL

- In the absence of the Head, to lead lock down procedures with the Deputy Head.
- To be fully conversant with the Ofsted Education Inspection Framework (EIF) and the judgment criteria. In the case of an investigation or complaint, ensure that Ofsted have access to all information that they require.
- In consultation with the Head and Deputy Head, proactively seek to resolve parents' queries, concerns and complaints promptly and ensure satisfaction with the nursery service.
- To communicate effectively with parents and build and maintain trusting relationships with them.
- To initiate, manage, monitor and evaluate change within the nursery in order to improve practice.
- To promote the implementation of initiatives that are complimentary to, and enhance, the ethos and values of the nursery.
- To adhere to confidentiality and information sharing protocols, and to be aware of the Data Protection Act 2018 in order to maintain records and archive systems in accordance with procedures and statutory requirements.
- To attend all INSET days, staff meetings and nursery events outside of normal hours of work, including training courses when required.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relationships with children, parents, and colleagues.
- To go about your duties with honesty and integrity and ensure the nursery needs are always met and take precedence.



THE CANDIDATE

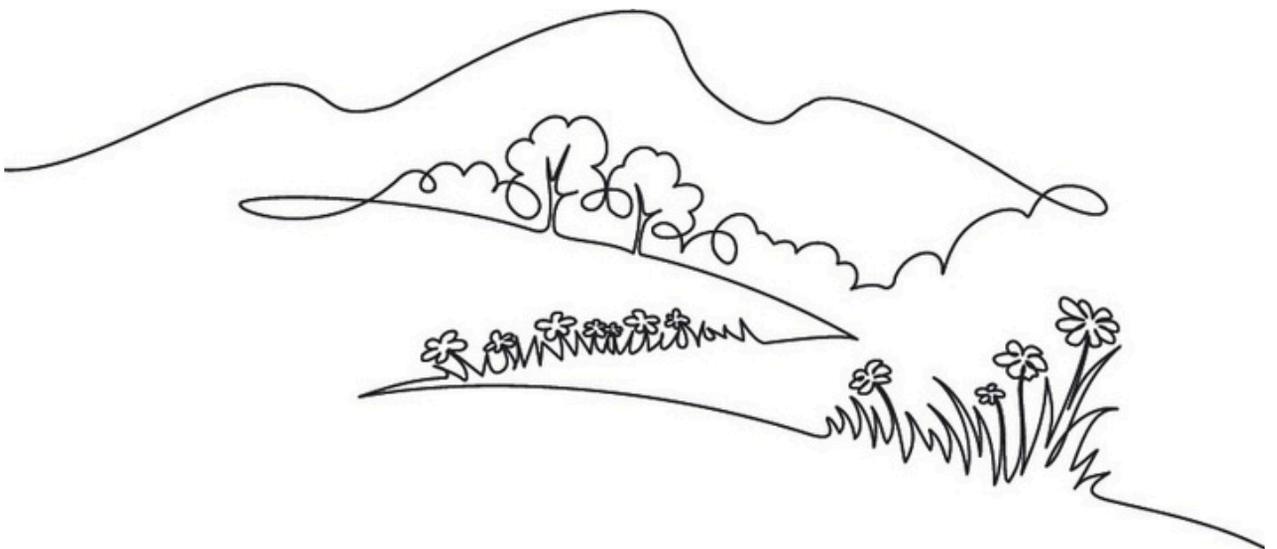


Professional Knowledge & Compliance

- Secure knowledge of the Early Years Foundation Stage (EYFS), Working Together to Safeguard children and Keeping Children Safe in Education (KCSIE 2025).
- Knowledge of inclusive duties under the Equality Act.
- Secure knowledge of the new Ofsted inspection framework and the expectations related to leadership, inclusion, and quality provision.

Qualifications & Experience

- Relevant degree (e.g. QTS in Primary Education), Early Years Teacher Status, or a full and relevant Level 5 Qualification (or above). Candidates with significant, relevant experience will also be considered.
- Relevant Paediatric First Aid qualification desirable.
- Experience of Ofsted or ISI inspections as part of an SLT is desirable.

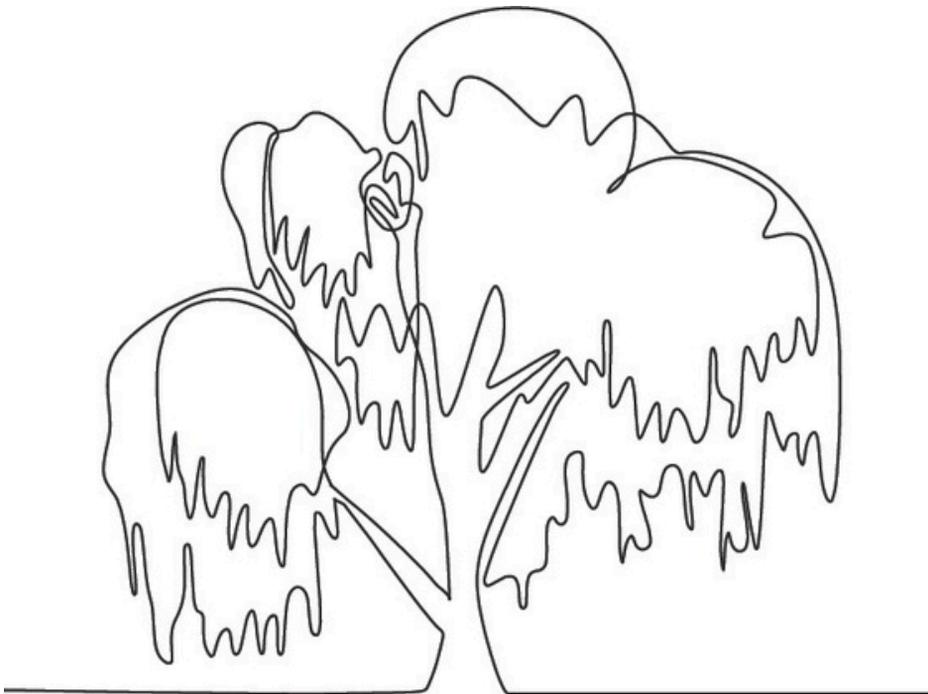


Leadership Skills

- Experience supporting quality improvement, self-evaluation, and staff development.
- Ability to coach, support and inspire staff, modelling effective early years pedagogy.
- Demonstrated commitment to inclusive, child-centred practice.

Personal Attributes and Qualities

- Excellent communication and interpersonal skills with young children, parents, carers, and staff, demonstrating empathy, clarity, and approachability.
- Professional integrity, sound judgement and ability to manage sensitive and confidential information.
- Resilient, proactive and solution-focused.
- Warm, patient, and enthusiastic leader with high expectations.
- Reflective and collaborative, with a growth mindset.
- Commitment to the nursery's vision, ethos and values.
- Ability to lead and represent the nursery in Ofsted inspections and communications.
- Strong organisational skills, with attention to detail and the ability to manage competing priorities.



CONDITIONS OF EMPLOYMENT

Clowns Nursery is relentlessly committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

All staff members are required to support and promote the nursery's vision and ethos and policies and procedures.

All staff members must uphold the nursery's policies in respect of child protection and safeguarding, at all times.

All staff members will be expected to comply with any reasonable request from their line manager or the SLT to undertake work of a similar level that is not specified in this job description.

All staff members are required to participate in the nursery's supervision and appraisal cycle.

This job description should be seen as enabling rather than restrictive and will be subject to regular review. For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.

Candidates must have:

- Right to Work status in the UK. This role does not offer sponsorship.
- A registered enhanced DBS certificate on the update service or have adequate documents to make an application.
- Have proof of their accredited qualification.





HOW TO APPLY

Candidates will need to submit a fully completed application form. We do not accept CV's as a form of application.

Please complete the application form which can be found [online here](#).

Applicants must be willing to complete an application for an Enhanced DBS certificate and provide us with two reference contacts. We will seek references for shortlisted candidates after interview. **The closing date for all applications is midnight on Monday, 30th March 2026.**

We welcome candidates to contact the Operations Manager and arrange to visit the nursery and meet the Head and Deputy Head prior to the deadline date for applications.

Interviews dates will be discussed with shortlisted candidates.

Shortlisted applicants will be invited to an onsite interview to meet the children and staff.

Applicants will be asked to complete written and practical tasks, including observations, planning and teaching a lesson, details of which will be sent out in the interview confirmation email.