

# St Andrew's Prep

## EASTBOURNE

### Job Description

#### Nursery Room Leader (Maternity Cover from May 2026)

##### 1. Purpose:

- To be responsible for classroom management and for the welfare of all the children in the Nursery and to support their learning, and personal, social, and emotional development.
- To work with and support the Nursery Manager and Deputy in ensuring that children receive the highest possible standards of care and education.

##### 2. General Duties:

Working within established guidelines to:

- Ensure that the children are safe, secure, and happy inside and outside, whilst they are at Nursery
- Lead in the planning and teaching of the Early Years Foundation Stage framework
- Organise time and effectively use creative and practical skills with a range of material resources
- Produce and maintain a welcoming and enabling indoor and outdoor environment, providing a positive context for learning
- Positively interact and support children in their play, fostering their enthusiasm for learning by offering experiences and activities that are challenging but achievable
- Observe, assess, and record the children's development, including completion of online learning journeys or similar
- Work as an enthusiastic member of the team in either Pre-Prep or the Nursery, as required
- To ensure all daily routines are adhered to and records kept up to date.
- To supervise staff and students within your room.
- To ensure assessments and observations are conducted regularly and completed by all members of staff.
- To liaise closely with parents/carers, informing them about the Nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- To oversee an effective key worker system.
- To liaise with other room leaders, to provide a smooth transition for children.
- Maintain strong home/school links with parents and families, to facilitate children's learning and development, by establishing professional relationships
- Play a full part in the life of Nursery and the wider school.

##### 3. Specific Duties include:

- Assisting with minor incidents or accidents and ensuring that records are updated
- Deputising for the Manager and/or Deputy Manager during short periods of absence
- Reflecting on your practice, incorporate any new initiatives as appropriate and continually evaluate current Early Years thinking
- Developing and implementing 'in-the-moment' planning in line with the Early Years Foundation Stage, including the Characteristics of Effective Learning.

**The Nursery Room Leader should also:**

- Evaluate activities and feed back to the Manager and/or Deputy Manager
- Meet regularly with other Room Leaders and Nursery Manager to plan work and to resolve concerns.

**4. Safeguarding Duties:**

- All staff at St Andrew's Prep and Nursery are required to take responsibility for providing an environment in which children are safe, feel safe and can learn, whether in or outside the setting.
- Working closely with the children on a daily basis means that a child may make disclosures or staff may notice indicators of possible abuse or neglect. Staff have a responsibility to be familiar with the procedure of passing on concerns to the DSL or appropriate agency.
- All staff must therefore:
  - Be familiar with St Andrew's Prep's systems which support safeguarding, including the Child Protection and Staff Behaviour policies, and the role of the designated safeguarding lead (DSL)
  - Have knowledge of the early help process and of referrals to social services.
  - Identify children who may benefit from early help; know the signs of abuse and neglect and of what to do if a child makes a disclosure.
  - Keep up to date with child protection training.
  - Always act in the best interests of the child.
  - Maintain good links and dialogue with the children's families.
- Through strict adherence to the staff code of conduct and common-sense precautions staff will not only protect the children but also their own reputation and that of the St Andrew's Prep and Nursery.

**5. Person Specification:**

- Experience in similar work in a similar environment
- Must have suitable experience in working with children aged under 24 months
- Must have full and relevant level 3 or above early years qualification and a good working knowledge of the statutory framework for the Early Years Foundation Stage (EYFS)
  - NNEB
  - NVQ Level 3 Early Years Care and Education
  - NVQ Level 3 Early Years Educator
  - NVQ Level 3 Children and Young People's Workforce
  - Diploma in Early Years
  - BTech in Early Years
- GCSEs in English and Mathematics, Grade C or above, or equivalent
- Good knowledge of EYFS and Early Years practice
- SEND experience or experience with individual needs

**6. Terms and Conditions:**

**Salary:** £28,933 annual salary

**Hours of Work:** Full-time, full time, maternity cover from May 2026 for one year.

**Holiday:** Six weeks paid annual leave plus Bank Holidays.

**Pension:** After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt into the pension scheme. The College will contribute 5%

of your gross salary and you will be expected to contribute 3%. You may choose to opt out of the pension scheme.

**Other Benefits:**

- Free meals during working hours when the dining hall is open
- Life Assurance
- Free use of Charity facilities including pool and gym
- Free tickets to College productions
- Access to our SPARKS App where you can book virtual GP and physio appointments for yourself and your immediate family
- Staff car park

**7. Application Process:**

To apply, please visit <https://www.standrewsprep.co.uk/contact/employment-opportunities/> and click the **Apply Now** button to complete the mandatory application form. An up-to-date CV and covering letter may be uploaded with this online application form.

**Closing Date: Friday 20 February 2026**

Early applications are encouraged. Applications will be considered upon receipt, and we reserve the right to withdraw this vacancy.

For further information please contact Human Resources Department on [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk) or tel: 01323 452288.

**8. Safeguarding Statement**

St Andrew's Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) to assess their suitability to work with children.

St Andrew's Prep is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.