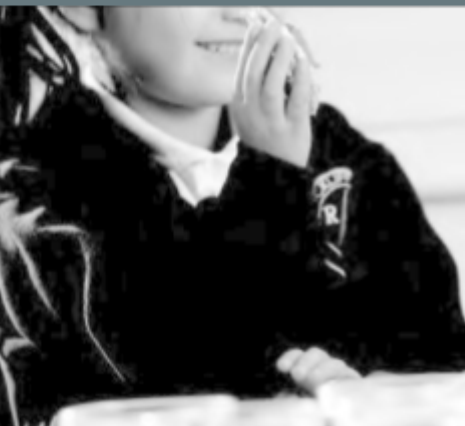
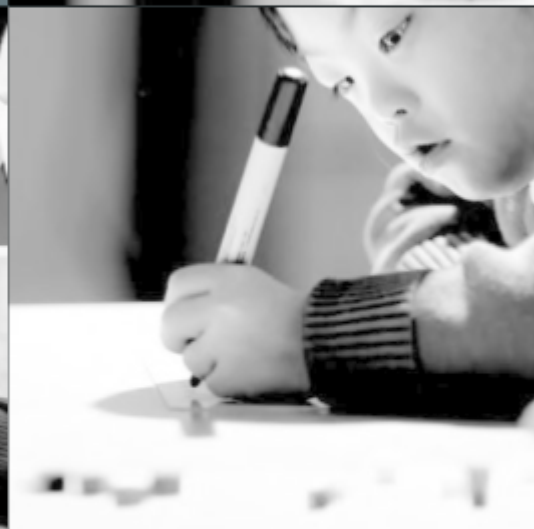
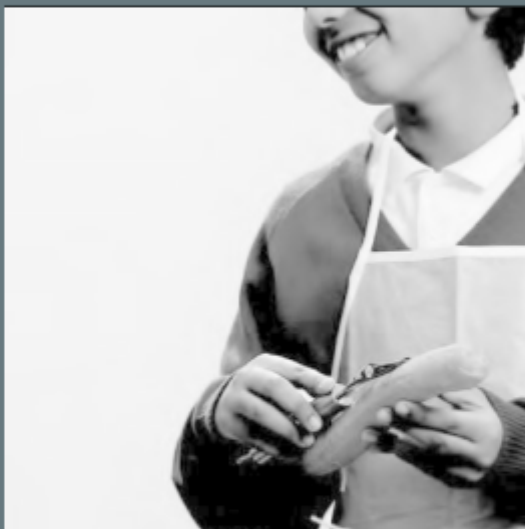


Inspire Partnership Academy Trust

Nursery Provision Lead & Admissions Co-ordinator Woodside Primary School **Recruitment Pack**



Vacancy – Internal school applicants Only

Nursery Provision Lead and Admissions Co-ordinator - Woodside Primary School (Permanent, Term-Time Only + 1 Week)

- **Salary: £36,836-£38,558 per annum (pro rata of £40,180-£42,058 per annum) based on Grade 8 - Spine Points 26-28 - NJC Outer London**
- **Hours: 36 hours a week, Monday-Friday**

APPLICATION PROCESS

Internal school applications are invited for the above vacancy.

Woodside Primary School is part of Inspire Partnership Academy Trust, a family of schools across Croydon, Greenwich and Medway who aim to offer a life changing education to children. Our schools work in collaboration to transform the lives of the children and communities we serve.

The school requires a dedicated and highly capable professional who can seamlessly balance operational admissions coordination with high-quality, hands-on early years leadership. This role is vital to the children's growth and wellbeing, as it establishes their foundation for early education, ensures safe and nurturing environments, and facilitates positive, lifelong transitions into the school community.

The job description can be found below.

If you would like further information about this opportunity, please contact Iman Atwal Holder, Headteacher directly.

To apply, candidates are required to complete a supporting statement of **no more than two sides of A4** outlining how they meet the requirements of the specific person specification.

Please email your applications to jallcott@inspirepartnership.co.uk by no later than **5pm on Monday 14th September 2026**.

The interviews for the role will be held W/c 21st September 2026

JOB DESCRIPTION

Job Title/Post: **Nursery Provision Lead and Admissions Co-ordinator**

Tenure: **Permanent, Term-Time Only + 1 Week**

Responsible to: **The Headteacher**

Start Date: **2nd November 2026**

Main Purpose of the Role

The Nursery Provision Lead & Admissions Coordinator will:

- Work as a senior member of the multi-disciplinary Early Years team to provide high-quality education and care appropriate to the developmental needs of children within the 2–3 / 3–4 nursery provisions.
- Manage and coordinate the nursery admissions processes, including tours, family orientations, and home visits across the nursery provisions.
- Lead on managing support staff deployment across the nursery provisions to ensure optimal coverage, safety, and learning outcomes.
- Partner with senior leadership on strategic curriculum development across both nurseries to build an aligned, progressive early years framework.
- Review, develop, and update nursery admissions guidance and school policies in collaboration with the leadership team.
- Establish long-term strategic relationships with the Local Authority (LA) regarding early years provisions and design educational workshops for families.

Duties and Responsibilities

1. Teaching, Learning & Curriculum Development

- Lead a nursery class, providing high-quality teaching.
- Promote the physical, social, emotional, and intellectual development of young children through sensitive planning that encourages independence and self-reliance.
- Work closely with school leadership to design, implement, and develop an enriched early years curriculum across both nursery provisions, ensuring clear progression across ability ranges.
- Create a stimulating, organised, and safe learning environment across both indoor and outdoor teaching spaces.
- Observe, assess, and record child progress in line with the school's reporting policies, addressing individual needs or special educational needs and disabilities (SEND) dynamically.
- Value and support each child's home culture and language, contributing directly to strategic planning for children acquiring English as an additional language (EAL).
- Ensure the physical welfare of the children by safely assisting with oral and personal hygiene, including changing nappies or pads and assisting with feeding programs where required.

2. Support Staff Management & Deployment

- Lead on managing support staff deployment across the nurseries, optimising timetables, room assignments, and daily coverage to maintain high-quality learning and safety.
- Direct and manage nursery support staff, trainees, students, and volunteers, ensuring consistent behavior management strategies are applied in line with school policies.
- Promote and maintain a culture of high expectations, open communication, and positive professional relationships within the early years team.

3. Admissions, Transitions & Community Engagement

- Act as the operational lead for admissions, managing data, leading parental correspondence, and coordinating intake cycles across nursery provisions.
- Conduct professional school tours and consultation meetings for prospective families, championing the school's global curriculum framework and values.
- Coordinate and undertake home visits alongside designated staff members to foster strong early partnerships and secure smooth transitions into the school environment.

- Collaborate with leadership to regularly draft, review, and adjust the school's nursery admissions guidance and policy documents.
- Build external links with the Local Authority (LA) to effectively navigate early years legislation, statutory funding allocations, and multi-agency provisions.
- Formulate and lead interactive family workshops centered on early child development, home learning strategies, and transitions into primary schooling.

4. Safeguarding, Health & Safety

- Promote and safeguard the welfare of children, strictly following the statutory requirements of Keeping Children Safe in Education (KCSIE), Prevent, and local child protection policies.
- Administer first aid as required following appropriate training, maintaining meticulous accident records, and keeping parents and line managers accurately informed.
- Work collaboratively with team members to ensure all resources and equipment are kept clean, safe, and stored appropriately, reporting any issues immediately.
- Accurately take and maintain attendance registers in accordance with local authority requirements.

5. Professional Responsibilities

- Maintain absolute confidentiality regarding personal information about children and their families.
- Participate fully in the school's appraisal procedures and take proactive opportunities to build advanced skills or experience relevant to the role.
- Attend contractual staff training days, INSET meetings, and continuous professional development briefs.
- Adhere to all whole-school policies and the staff code of conduct at all times.

Please note: This job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks. The postholder may be required to do other reasonable duties appropriate to the level of the role, as directed by the headteacher.

Person Specification

Criteria	Qualities & Requirements
Qualifications and Training	* GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths . * First-aid training, or a willingness to complete it immediately. * Relevant Level 3 qualification in Early Years, Childcare, or equivalent support staff experience.
Experience	* Proven experience working in a school environment or early educational setting . * Extensive experience working directly with young children . * Experience planning and delivering early years learning activities or managing setting provisions. * Experience managing parent communications, organizing open days, or coordinating administrative tracking systems.

Skills and Knowledge

- * Good literacy and numeracy skills alongside exceptional organisational abilities .
- * Strong verbal communication, active listening, and relationship-building skills with both pupils and adults .
- * Deep subject and curriculum knowledge relevant to the Early Years Foundation Stage (EYFS) .
- * Knowledge of guidance and strict requirements around safeguarding and child welfare .
- * Good ICT skills, particularly using software to support learning and coordinate data infrastructures .
- * Secure understanding of classroom roles, responsibilities, and Trauma-Informed practice .
- * Ability to remain entirely calm and clear-headed in highly stressful or fast-paced situations.

Personal Qualities

- * Genuine enjoyment of working with young children and their families .
- * Sensitivity, discretion, empathy, and an absolute commitment to maintaining professional confidentiality at all times .
- * Resilient, positive, forward-looking, and enthusiastic about driving systemic change .
- * Capacity to inspire, motivate, and challenge young children while effectively delegating tasks to team members .
- * A firm commitment to securing equity and the best possible outcomes for all pupils while promoting the core values of the school.

September 2026