



Pre-School Leader

Name of School: Hunsbury Park Primary School

Post Title: Pre-School Leader

Education Stage: Pre-School

Contract Type: Permanent

Working Pattern: Full Time (Term time only)

Working Hours: 8.30am – 4.30pm

Responsible to: Head of School

Pay Scale: Point 22 – 26 (£32,003.35 - £35,327.42) FTE.

Please note this pay scale is for those holding a Level 6 qualification.

Closing Date: Wednesday 20th March 2026 at 12 noon

Interview Date: TBC

Start Date: ASAP

We're seeking a passionate Pre-School Leader to guide our team, shape young mind and lead our newly established pre-school facilities for up to 29 three to four-year-olds. This role will involve planning, delivering and taking responsibility for the day-to-day running of our purpose-built pre-school in line with the Early Years Foundation Stage and Development Matters. The successful candidate will lead the nursery team ensuring high quality provision. By taking on this exciting opportunity, you will be actively preparing the pre-school children to transition into our successful reception setting.

We are ideally seeking a Level 6 practitioner but are willing to consider a Level 3 practitioner if they have a proved track record of successfully leading a setting.

The Role

Hunsbury Park Pre-School is looking for an outstanding individual to join us on our journey in continuing to develop a pre-school for the children and families of the community, providing the care and education they deserve.

We are a safe, happy and inspiring environment that help to support children to thrive and achieve their true potential in an environment that is best suited to their needs. You will become an integral part of a team of passionate staff who work tirelessly to create an enjoyable learning experience for our children. The team is newly formed and will therefore provide an opportunity for you as the lead to create a special provision for the children and staff.

As a school-run nursery, we have an Early Years Lead who oversees and supports Nursery and Reception. She plans the long-term curriculum and skill progression maps and ensures we are Ofsted-ready. We also have a dedicated admin team who take on all the funding and registering side of a nursery. This leaves you free, as the Pre-School Leader, to concentrate on the children. You will have dedicated planning (PPA) time each week to enable you to focus on the needs and interests of the children and making the provision engaging. We encourage a play-based learning approach and a creative curriculum.

A further benefit of a school-run nursery is having access to a range of professionals to support you, such as the school SENDCo, Educational Psychologists, Occupational Therapists, Speech and Language Therapists as well as Forest School and music teachers who lead sessions in Nursery.

This is an exciting role and brings with it an opportunity to work closely with senior leaders in the school to continue to shape the direction of the Nursery provision.

What Hunsbury Park Offers its Staff:

At Hunsbury Park Primary School, we believe in fostering an environment that not only supports our pupils but also our dedicated staff.

We offer:

- **Wellbeing days** to enable you to have a paid day off for yourself.
- **Golden Tickets** for toil days (time off in lieu) to acknowledge and reward those who go above and beyond.
- **Half-termly shout outs** and rewards to celebrate individual contributions.
- Happy, well-behaved and confident **children**.
- Termly **whole staff treats** as a token of appreciation for your hard work and commitment.
- Access to **Westfield Health** with money towards eye care, dental and more. As well as 24/7 phone access to a GP. This also gives access to an employee benefits' portal, which includes **discounts at 100s of online high street stores**, turning points into cash.
- A **friendly, welcoming and supporting staff culture** that champions collaboration.
- A **beautiful school and nursery environment** that is well-cared for and continually improved.
- The chance to be part of a school that is **passionate about inspiring** our children and enabling them to reach their full potential.
- A commitment to **Continued Professional Development (CPD)** to enhance your professional growth. This includes 5-7 INSET days a year for dedicated staff development as well as access to the National College for further self-guided learning.
- **Free on-site parking.**
- Term-time position - **enjoy your 13 weeks holidays!**
- **Cycle to work** and **electric car scheme.**
- **Trust socials** as we are part of the Orbis Education Trust.

If you are an inspiring pre-school leader with a drive and passion to help shape the futures of our children, then we would love to hear from you. We welcome and encourage visits to our school so you can see our provision; please contact the school office to arrange, either by email office@hunsburypark.org or by phone 01604 761566.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested please submit your application as early as possible.

Job Description

Outline of Role

To lead and manage our pre-school provision for 3 – 4-year-olds. This is an excellent opportunity for a passionate individual looking for a new challenge in creating and developing a new, pre-school environment. The successful applicant will have an opportunity to make the role their own and shape the day-to-day running of the pre-school.

Strategic & Operational Leadership

- Manage the day-to-day operation of the nursery, ensuring compliance with EYFS, and health and safety standards.
- Have an up to date working knowledge of the Early Years Framework and all other statutory guidance.
- Inspire a large and friendly team of early years professionals and provide regular training and continued staff support.
- Monitor and maintain high standards of care, education, and safeguarding.
- Work closely with the Nursery Area Manager and the support team from Wishford Education to manage child occupancy, financial budgets, and staffing.
- Work with Talent Acquisition Partner to recruit and induct new staff members

Safeguarding

- Work alongside the Designated Safeguarding Leads as necessary to ensure full compliance with EYFS, Ofsted, and local authority regulations.
- Maintain accurate, confidential records for children, staff, and incidents.
- Keep safeguarding logs, accident/incident reports, and child development records up to date,
- Maintain up-to-date knowledge of safeguarding legislation and best practices.
- Take overall responsibility for the safety and the well-being of all children in the setting, conducting regular risk assessments, and promoting a culture of vigilance and proactive safeguarding among all staff.

Nursery Profitability

- Maximise nursery occupancy through proactive enrolment strategies and excellent parent engagement.
- Ensure efficient staff deployment aligned with child ratios and budget constraints.
- Oversee procurement and use of resources to ensure quality and cost-efficiency.
- Build strong relationships with the local community to enhance visibility and trust.
- Oversee fee collection processes and manage outstanding charges professionally and sensitively.

Management and Leadership

- To work in collaboration with the Senior Leadership Team and assume responsibilities suitable with the role.
- Motivate and inspire your nursery team.
- Foster a positive, collaborative team culture that encourages high morale and staff engagement.

- Conduct regular performance reviews, and set clear goals, targets and expectations.
- Promote a healthy work-life balance and implement wellbeing initiatives.
- Identify training needs, support continuous professional development, and ensure all staff meet required qualifications and standards.

Teaching & Learning

- Create a safe, stimulating, and nurturing environment where children flourish.
- Lead the delivery of the EYFS curriculum with creativity and care.
- Oversee planning, assessment, and evaluation to ensure high-quality learning experiences.
- Support children with additional needs in collaboration with the Nursery Area Manager and external agencies.

Parent & Community Engagement

- Build strong, positive relationships with parents through regular communication, meetings, and events.
- Ensure new families feel welcomed and supported from their first visit.
- Represent the nursery with professionalism, warmth, and integrity at all times.
- Foster strong relationships with families, ensuring open communication and trust.

Personal Qualities

- A warm, approachable, and child-centred leader.
- Willingness to work flexibly as required around the needs of the nursery.
- Passionate about creating a homely, happy, and high-achieving environment.
- Resilient, proactive, and solutions focused.
- A team player with a sense of humour and a “can-do” attitude.
- Committed to safeguarding, inclusion, and continuous improvement.

Qualifications

- Level 4, 5 or 6 qualification in Early Years (e.g., CACHE, NVQ). Level 3 considered for the right candidate with a proven track record of successfully leading a provision.
- Minimum 2 years’ experience in nursery management.
- Proven track record of delivering high standards in early years education and care.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks will be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person Specification

	ESSENTIAL	DESIRABLE
EXPERIENCE	<ul style="list-style-type: none"> • Minimum 3 years' experience in preschool/nursery setting, with at least 2 years' experience leading/managing a provision. • Level 3 Early Years Qualification or above (Level 3 considered for the right candidate with a proven track record of successfully running a provision). 	<ul style="list-style-type: none"> • Experience in leading/managing in a nursery/pre-school environment • Level 6 Early Years Qualification
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Knowledge of relevant childcare regulations and best practices • Has a deep knowledge of the EYFS and can plan and provide a suitable environment and activities to enhance learning • Experience of implementing the Statutory Framework for Early Years Foundation Stage. • An excellent understanding of child development and the ability to recognise and address any concerns. • Familiar with current research and implementing evidence-based practice • Food Hygiene Qualification 	<ul style="list-style-type: none"> • Excellent knowledge of Ofsted requirements. • Paediatric First Aid Qualification
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Strong leadership and communication skills • Demonstrate ability to work on own initiative and prioritise workload • Outstanding written and verbal communication skills • Ability to effectively work to deadlines and targets • Demonstrates resilience, motivation and commitment to driving standards • Acts as a role model to staff and students 	
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • A commitment to supporting and promoting safeguarding, student welfare, equality and diversity 	
SAFEGUARDING	<ul style="list-style-type: none"> • A thorough understanding of up-to-date safeguarding requirements and best practice • A commitment to safeguarding practice and the ability to effectively safeguard all children 	<ul style="list-style-type: none"> • Experience as a team leader • Ability to train staff and effectively communicate any safeguarding updates regularly to staff