



ADVANTAGE  
SCHOOLS



**LABURNUM**  
PRIMARY SCHOOL

# WHY WORK FOR US?

## ABOUT ADVANTAGE SCHOOLS

At Advantage Schools, we aim to provide all children with the highest quality of teaching of an excellent curriculum, which enables them to become highly educated and active participants of society.

You'll be working alongside an expert team of colleagues within a forward thinking, collaborative and supportive trust.

We provide sector-leading professional development offer and extensive networking opportunities, and excellent opportunities to develop and grow in a successful and expanding trust.

## ABOUT THE ROLE AND YOUR APPLICATION

This post would suit a highly motivated individual whose values are aligned with ours. You need to want this school to be the best, full stop.

You will be well supported in developing your competencies as a valued member of our team and you'll be working alongside a smart group of friendly and supportive colleagues in order to achieve our ambitions collectively.

To apply, you should include a letter with your application form on no more than two sides of A4, giving your reasons to for applying for the post, addressing information you have read in the pack with particular reference to the person specification and outline any relevant experience you would bring to the trust. Please do not send a generic letter; we really are looking for someone who is prepared to respond to us as an individual trust. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it.

Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on: [www.advantageschools.co.uk/join-us/work-for-us](http://www.advantageschools.co.uk/join-us/work-for-us)

## ABOUT LABURNUM PRIMARY SCHOOL

Laburnum Primary Schools is a warm and welcoming primary school that prides itself on its close-knit, family-friendly environment. We foster a nurturing atmosphere where every child is valued and encouraged to reach their full potential.

With dedicated staff, and a strong focus on community, we create a supportive space for students to thrive both academically and personally.

Our vibrant school culture promotes curiosity, kindness, and lifelong learning, making Laburnum a wonderful place for children to grow and succeed.



## SAFEGUARDING

"The safeguarding and welfare of children is paramount and all our staff share this view. Applicants must be willing to undergo safeguarding and child protection checks including with past employers and the Disclosure and Barring Service.

# INTEGRITY, AMBITION, EXCELLENCE

Welcome to Advantage Schools; a high-performing family of ten schools.

We unashamedly believe in high attainment. Our schools seek to transform the life-chances of the young people in our care. We do this through very high expectations – of behaviour and conduct, of hard work and of determination and perseverance – alongside the very best knowledge-based curriculum.

At Advantage Schools, we commit to ensuring that pupils will be able to learn in an environment that is free from disruption so that they can chase their dreams and fulfil the aspirations they share with parents and colleagues. A broad curriculum places pupils in a strong position to question and debate the world around them, making them intellectually resilient and prepares them for citizenship in a democratic society. We believe this is a right of all pupils and one which is empowering.

We also pride ourselves on the additional opportunities available to pupils outside of the classroom. Our extensive extra-curricular programmes include residentials, sports and music so that we develop well-rounded young people.

Our schools work together to provide teachers and support staff with the best possible training. In partnership with families, we work hard to ensure that pupils have the widest possible opportunities in their lives.

Our schools' doors are open in every sense:

- we are in the centre of our communities, inviting them in regularly and celebrating the richness of our local area and those we serve;
- we collaborate with other professionals and schools, sharing our work to benefit pupils across the country;
- we celebrate what we do while maintaining humility in accepting feedback so that we can continue to improve.

We run our schools in the best interests of the pupils, guided by our principle that *"it must be good enough for our own children or those that we care deeply about to be good enough for our pupils"*.

***"Educating children, serving the community, achieving exceptional outcomes."***

**Stuart Lock**  
Chief Executive



# MEET OUR LEADERSHIP

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Dear applicant,

This is an incredible opportunity to join our wonderful school, and to contribute to ensuring it is truly world-class: for outcomes, as a place of work, and as an example to the school system.

At Laburnum Primary, we challenge all learners to work hard and achieve as individuals across a broad and engaging curriculum, where learning is at the heart of all we do. Our children are nurtured to show respect for themselves, others and the wider community by developing positive relationships built on our school values.

We place great emphasis on modelling and recognising positive values and building strong relationships of mutual trust and respect between staff, pupils, and parents. We support our staff to do their best work with high quality professional development focused on the academic and social needs of our children.

We are seeking the right person to join our team and commit to providing the successful candidate with relevant professional development, a well-resourced school, and a fantastic staff team, who go the extra mile to support each other and our learners.

Furthermore, you will be joining us at an exciting time as we are a part of Advantage Schools - a school trust that stands for the very best in comprehensive education. Advantage Schools employs some of the best people working in education and has been involved in the development of lots of national initiatives and policies.

They have established the Bedford Primary Curriculum Hub, deliver the new National Professional Qualifications and the Early Career Framework, and offer significant bespoke training via the Advantage Schools Knowledge Exchange. The trust also runs a Behaviour Hub and an Attendance Hub. All of this will benefit our teachers, both in terms of professional development and long-term career opportunities.

If you are tempted by this post, please do get in touch, and visit us so you can experience how truly delightful our pupils are to teach. I welcome open and transparent conversations, and am happy to answer any questions you may have.

I very much hope to receive your application and look forward to reading it.

Very best wishes,

Ben Bardell

**Head Teacher | Laburnum Primary School**



# ABOUT LABURNUM PRIMARY SCHOOL

## OUR APPROACH TO EDUCATION

At Laburnum Primary, our mission is to maximise the life chances of the young people in our care and our purpose is to educate our pupils, ensuring they are well prepared for their future. We conduct ourselves with integrity and candour, taking great pride in our school community and holding firm to the belief that everyone can achieve.

We will ensure the children in our school develop a solid foundation of knowledge and skills that they can build on throughout their education. We will place a strong emphasis on securing the fundamentals of literacy and numeracy, and will focus on developing an understanding of science, history, geography, music and the arts, all supported by a strong enrichment offer that is inclusive to all. We believe knowledge is fascinating, beautiful and worthy in its own right, and can be used to foster curiosity and creativity in our pupils. We emphasise the importance of kindness, civility, and inclusivity in a text-rich, teacher-led learning environment.

We know our pupils are novices in much of their learning, and that novices learn best through explicit and direct instruction rather than inquiry based or discovery learning. In our experience, this promotes the motivation of success, and enables high levels of pupil interest, inclusivity, participation and thought.

Our teachers break down learning, planning backwards from clearly defined curricular goals. We value formative assessment and responsive teaching, whereby we actively diagnose and act to address gaps, errors or misconceptions in pupils learning in a timely manner. We ensure learning is revisited regularly to help pupils remember. We know that doing this well requires strong subject knowledge, not just of the current unit but of the coherent picture of the wider curriculum in each subject area, so we ensure we have detailed curriculum plans and resourcing in place and invest time in subject specific professional learning.

We believe in supporting pupils to successfully achieve high standards of conduct, resulting in very high expectations, and a calm and consistent learning environment where pupils feel safe, valued and can thrive. We think this makes for a warm and happy school, but moreover enables us to give pupils the foundations they need to lead happy and fulfilling lives.

Therefore, these are the aspects of our school we will prioritise enacting well, and focus on through professional development.

Our staff will work together to ensure we deliver on our promise to local families – that high expectations, superb behaviour and great teaching will be hallmarks of our school. You will benefit from our strong systems, processes and standards which will enable you to focus on the job you love – teaching.



# ADVANTAGE SCHOOLS VALUES



## INTEGRITY, AMBITION, EXCELLENCE

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve the very highest standards.

At Advantage Schools, we provide exceptional opportunities for all to be knowledgeable with experiences that broaden horizons. We ensure our children, students and adults cultivate a strong self-belief so that they can flourish and develop into successful, well-rounded, self-respecting people.

Our commitment to this vision can be demonstrated by our values.

### INTEGRITY

We provide a caring, nurturing environment where children and young adults feel happy, healthy and supported. Our academies will be places of safety, enabling pupils to develop courage, strong ambition and be the best that they can be.

We act honestly and transparently, advocating for pupils even when this causes difficulties.

We work together to share innovative practice and to provide a wealth of opportunities for all pupils and staff.

We focus on the development of all our colleagues through quality recruitment and retention, with excellent opportunities for clear and dynamic career progression.

### AMBITION

We provide exceptional lessons enabling our pupils to be highly successful.

We share the most impactful approaches to teaching, curriculum and assessment, ensuring an interesting, inclusive and challenging education is on offer in each of our schools.

Our aim is to guarantee excellent 2-19 provision, with clear progression routes for all. You can expect excellent behaviour and conduct at all times, allowing all to make progress and achieve.

### EXCELLENCE

We enable all of our pupils to develop and flourish, through close working and regular communication with our families and local community.

Our Cross-Trust focus is to ensure children are supported to meet ambitious targets and to provide exciting opportunities both inside and outside of the classroom.

# STAFF BENEFITS

We offer a fantastic range of benefits across our trust, supporting our staff in a variety of ways. From an extensive **Wellbeing package**, you can be reassured that we have your best interests at heart.



Whole trust training events



Free eye test vouchers



Refer a friend £500 bonus scheme



Staff recognition with reward shopping vouchers



Enhanced pension employer's contribution & death in service payment



We are in the process of a big benefit review. Watch this space!



Support for all staff with an experienced licensed counsellor



Cycle to work scheme

## EDUCATIONAL PARTNERSHIPS



## CAREER PROGRESSION

At Advantage Schools, we are committed to helping every colleague grow, thrive, and achieve their full potential. Supporting career progression is at the heart of what we do.

To empower our staff, we provide fully funded opportunities to study for NPQs, along with tailored middle leader training for eligible colleagues.

Additionally, we offer a wide range of CPD training through various partnerships and platforms, giving all staff access to an extensive selection of professional development courses.

Join us and take your career to the next level with our exceptional development opportunities!



All colleagues have access to Perkbox, our Employee Benefits Programme, offering them a huge range of perks from vouchers, hot drinks, cinema tickets, gym classes and so much more. It also offers a substantial **wellbeing package**.



## MEDICAL

Perkbox also provides 24/7 access to GP appointments, confidential support and guidance through the Employee Assistance Programme.

Colleagues have access to a team of fully qualified counsellors and advisors, with support for a range of emotional, legal and financial issues, along with a wellbeing portal, full of resources and videos

# RECRUITMENT BOOKLET



**LABURNUM**  
PRIMARY SCHOOL

**Laburnum Primary School**  
Laburnum Road, Sandy, SG19 1HQ  
**Tel:** 01767 680 691  
**Email:** office@laburnumprimary.co.uk



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**SEE MORE AT**

[WWW.ADVANTAGESCHOOLS.CO.UK](http://WWW.ADVANTAGESCHOOLS.CO.UK)



## **Nursery Room Leader**

Laburnum Primary School is an exceptional primary school that offers a warm, welcoming, and nurturing learning environment for children aged 2-11. We are a school that is dedicated to providing an outstanding education to every child. Our lovely students, hardworking teachers, and supportive parents create a community that is committed to excellence in all areas of education

Due to the expansion of our Nursery, we are looking for an experienced and creative Nursery Room Leader to join our team and play a key role in motivating and inspiring young learners aged 2-4 years. You will be working alongside an experienced and supportive EYFS Lead to ensure a high-quality, safe and nurturing environment that meets children's educational, developmental and emotional needs

Here at Laburnum Primary School, we are passionate about inspiring young minds and ensuring that in everything we do, we are making a positive impact on our pupils' lives. We believe in pro-actively supporting pupils to successfully achieve high standards of conduct, resulting in very high expectations, and a calm and consistent learning environment where pupils feel safe, valued and can thrive. We think this makes for a warm and happy school, where teachers can teach and pupils can learn, but moreover enables us to give pupils the foundations they need to lead happy and fulfilling lives.

### **Key Duties**

- To lead the day-to-day management of the room in liaison with the EYFS lead.
- To ensure a high-quality, safe and nurturing environment that meets children's educational, developmental and emotional needs.
- To promote the aims, values and high standards of the Nursery.
- To ensure compliance with relevant legislation, safeguarding and Ofsted requirements.
- To build strong partnerships with parents/carers, encouraging engagement and involvement.
- Lead, support and motivate the Nursery team, promoting a positive and professional working environment.
- Take responsibility for safeguarding within the room, acting on concerns in line with policy and liaising with the DSL and external agencies when required

*\*Further duties are listed in the Job Description detailed in the Recruitment Booklet.*

### **The successful candidate will have**

- NVQ Level 3 in childcare and Education
- A minimum of two years' experience of working with children preferably within an education or nursery setting working as a Level 3
- Knowledge of planning and development of educational activities in line with the EYFS curriculum
- Good IT skills, including previous use of Microsoft packages, MIS and CPOMs
- Ability to communicate effectively and confidently face to face, on the telephone and in writing
- Current Paediatric First Aid or willingness to acquire Paediatric First Aid.
- Ability to be a strong team player who not only leads by example, but also enjoys working as part of a team and inspiring and motivating other

**School visits are warmly welcomed.**



## **JOB SPECIFICS**

**Start date:** 1st September 2026

**Salary:** AS 5-7 FTE £25,893 - £26,712 dependent on experience, plus annual allowance of £500 FTE.

Actual pro rata salary £22,014-£22,710 dependent on experience, plus annual allowance of £500 FTE.

**Contract:** Permanent, Full Time, Term Time plus INSET days, 39 weeks per year, 36.25 hours per week, Monday-Friday 8:15am-4pm (30-minute lunch break)

The Trust reserves the right to interview and appoint a suitable candidate before the deadline date.

## **Safeguarding**

**The safeguarding and welfare of children is paramount, and all our staff share this view. Applicants must be willing to undergo safeguarding and child protection checks including with past employers and the Disclosure and Barring Service.**



## **JOB DESCRIPTION**

**Job Title:** Nursery Room Lead

**Reports to:** EYFS Lead

**Performance Manager:** EYFS Lead

### **Vision and Purpose:**

The Nursery Room Lead is responsible for leading and managing a designated nursery room, ensuring the highest standards of care, education and wellbeing for children. The role involves supervising staff, delivering the EYFS curriculum, and maintain a safe, stimulating and inclusive child-centred environment.

### **Main Purpose of Job:**

- To lead the day-to-day management of the room in liaison with the EYFS lead.
- To ensure a high-quality, safe and nurturing environment that meets children's educational, developmental and emotional needs.
- To promote the aims, values and high standards of the Nursery.
- To ensure compliance with relevant legislation, safeguarding and Ofsted requirements.
- To build strong partnerships with parents/carers, encouraging engagement and involvement.
- Lead, support and motivate the Nursery team, promoting a positive and professional working environment.
- Contribute to overall staffing management, including rotas and lunch cover to maintain required ratios.
- To fulfil the role of a key worker for a designated group of children in line with the EYFS requirements.
- Monitor staff and pupil performance to ensure high-quality service delivery.
- Identify training and development needs and support continuous professional development.
- Ensure the smooth daily running of the room, maintaining required standards and ratios.
- Take responsibility for safeguarding within the room, acting on concerns in line with policy and liaising with the DSL and external agencies when required.
- Maintain a safe and secure environment, ensuring all health and safety procedure are followed.
- Ensure high standards of hygiene and cleanliness at all times.



- Support the management of the nursery environment, including liaising with relevant staff regarding maintenance.
- Work across both indoor and outdoor learning environments in all weather conditions.
- Plan and deliver a high-quality EYFS curriculum that supports children's learning and development.
- Observe, assess and record children's progress using appropriate systems.
- Carry out statutory assessments, including the 2-year progress check as appropriate
- Provide inclusive support for children with additional needs, working alongside the SENDco.
- Engage effectively with children during both adult-led and child-initiated activities to promote learning.
- Support children's personal care needs and encourage independence.
- Monitor and evaluate provision to identify areas for continuous improvement.
- Prioritise the welfare, safety and wellbeing of all children at all times.
- Ensure compliance with EYFS safeguarding and welfare requirements.
- Maintain confidentiality of all information.
- Hold (or be willing to obtain) Paediatric First Aid qualification in line with EYFS requirements.
- Maintain accurate records for children, staff and families, including medical and dietary needs.
- Share relevant information with team members to ensure effective care.
- Monitor attendance and late collections, liaison with the office where required.
- Collate data such as meal requirements.
- Prepare and distribute communication to parents.
- Build strong relationships with parent/carers through effective communication and daily interaction.
- Encourage parental involvement in children's learning and nursery life.
- Conduct parent consultations and share children's progress
- Address concerns or complaints promptly and professionally.
- Work collaboratively with colleagues across the nursery and school.
- Develop partnerships with external agencies and childcare professionals to enhance provision.



- Ensure effective use of resources to support high quality provision.
- Attend staff meetings, phase meetings or other meetings as required.
- Support the preparation and delivery of daily nursery sessions, including snack and activities.
- Maintain flexibility in response to the needs of children families and the nursery
- Undertake additional duties appropriate to the role as directed by the EYFS Lead.

### **Statutory duties:**

#### **Safeguarding**

- To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with School procedures.

#### **Equality and Diversity:**

- To be responsible for promoting equality and diversity in line with School procedures.

#### **GDPR – Data Protection**

- To be responsible for following GDPR requirements in line with Laburnum Primary School and Advantage Schools policies and procedures.
- To maintain the highest level of confidentiality.

#### **Training and development:**

- To participate proactively in training and development including qualification development required in the job role.
- Please note that the above list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks the Nursery Room Lead will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the EYFS Lead/Headteacher.



## PERSON SPECIFICATION

**Job Title:** Nursery Room Lead

<b>Attributes</b>	<b>Essential</b>	<b>Preferred</b>
<b>Qualifications/ Experience</b>	<ul style="list-style-type: none"> <li>• NVQ Level 3 in childcare and Education</li> <li>• A minimum of two years' experience of working with children preferably within an education or nursery setting working as a Level 3</li> <li>• Good IT skills, including previous use of Microsoft packages, MIS and CPOMs</li> <li>• Ability to communicate effectively and confidently face to face, on the telephone and in writing</li> </ul>	<ul style="list-style-type: none"> <li>• Additional diploma or qualification in Childcare in education</li> <li>• Sounds Write trained</li> <li>• Experience of working in a School based nursery</li> </ul>
<b>Professional Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>• Knowledge of planning and development of educational activities in line with the EYFS curriculum</li> <li>• Good organisational and time management skills</li> <li>• Mark work under the direction of the EYFS lead and update assessments</li> <li>• Ability to work on own initiative and as part of a team</li> <li>• Provide strategies to support spelling, reading, number skills</li> <li>• Ability to promote the school's reputation and carry out the school's business appropriately and professionally at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and Understanding of the Early Years curriculum as appropriate to the age of the child being supported</li> <li>• Ability to respond confidentially and constructively to challenging behaviours and motivate and encourage pupils to make good choices.</li> </ul>
<b>Personal Qualities and Skills</b>	<ul style="list-style-type: none"> <li>• Ability to meet the physical needs to pupils</li> <li>• Must demonstrate the ability to speak fluent English at a level appropriate to be able to carry out the duties of the post</li> <li>• Agreement to undertake safeguarding and GDPR training</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness to acquire Paediatric First Aid</li> </ul>	<ul style="list-style-type: none"> <li>• Current Paediatric First Aid</li> </ul>