



Preschool Room Lead

Job Description & Person Specification

July 2026

Responsible to:
Review Date:

Nursery
Manager
July 2027

Role Overview

To work as a not only a key person but to lead outstanding practice as part of the pre-school team under the direction of the Manager. To provide safe, high quality education and care for young children which meets the individual unique needs of children attending the setting.

Key Accountabilities

1. To lead with the planning of the curriculum using a range of quality approaches and not just the Early Years Foundation Stage (EYFS) curriculum for guidance.
2. To help set up an engaging and inspiring the play environments inside and out for the daily programme and to tidy and represent at the end of the session.
3. To act as key person to a group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child's needs are recognised and met.
4. To advise the Pre-school manager of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
5. To teach children, offering an appropriate level of support and stimulating play experiences.
6. To ensure that children are kept safe and to follow child protection procedures.
7. To support meal times within the setting and to assist with the personal care needs of the children, including toileting.
8. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
9. To be aware of and adhere to all the setting's operational policies and procedures, e.g. health and safety, safeguarding, GDPR, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting etc.
10. To ensure that adequate records and observations are kept and updated regularly.
11. To promote the pre-school to current parents and potential customers.
12. To undertake any other reasonable duties as directed by the Pre-school manager, in accordance with the setting's business plan/objectives.

Person Specification

Education & Qualifications	Essential	Desirable
GCSE English and Maths (Grade C or above / 4 or above / or equivalent)	✓	
Level 3 early years education and childcare qualification or equivalent.	✓	
Level 4 early years education and childcare qualification or equivalent.		✓
Pediatric First Aid qualification.	✓	
Food Hygiene Certificate.		✓
Experience & knowledge		
Recent and relevant work experience of leading a small team of people	✓	
Recent and relevant work experience with young children.	✓	
Sound knowledge of child development for children from birth to five years.	✓	
Knowledge of the Early Years Foundation Stage (EYFS).	✓	
Knowledge of child protection procedures.	✓	
Understanding of play based approaches to children's learning and development.	✓	
Experience of working with Children with Special Education Needs and Disabilities		✓
Skills		
Good communication skills, both written and verbal	✓	
Good interpersonal skills, with the ability to develop effective relationships.	✓	
Trustworthy, honest and discrete, able to maintain confidentiality	✓	
Willingness to work flexibly, travelling to various locations and working extra hours as necessary to meet the needs of the Trust	✓	
Commitment to working effectively with young children and families.	✓	
Attributes		
Committed to the Mowbray Education Trust values and aims	✓	
Aware of and committed towards equal opportunities	✓	

Committed to own continual professional development	✓	
Other		
Ability to travel to other Multi Academy Trust sites	✓	
Is fluent in the use of the English language	✓	

All roles are subject to full pre-employment safeguarding checks; including an Enhanced DBS with Barred List check.