



Job Advert - Nursery Lead

Are you a passionate and experienced early years practitioner ready for the next step in your career? St Matthew's Primary School & Nursery, Redhill is excited to appoint a new colleague to lead provision in our modern nursery facility, complete with a large outdoor area and expertly resourced learning spaces.

We are seeking a Level 3 qualified Nursery Teaching Assistant, or higher, to lead our 3-4 year-olds under supervision of our EYFS leader. You will play a key role in shaping our children's first experiences of education, supported by our dedicated early years team.

Start date:	1 September 2026, or as soon as possible thereafter
Closing date:	26 July 2026
Interview date:	TBC. Applications will be reviewed as they are received. Applicants are encouraged to apply as soon as possible, as the vacancy may close once a suitable appointment has been made
Salary:	32.5hrs per week / 38.6wks P.A. (term-time only) Actual salary (Surrey 6): £23,558 (FTE: £30,647) <i>Initial fixed-term contract until 31/08/27, with the possibility of extension or conversion to a permanent position depending on organisational needs</i>

At St Matthew's Church of England Primary, we are proud of our diverse and inclusive school where in all we do we aim high, encourage and have faith. St Matthew's is a two-form entry school with its own nursery class and special needs support centre.

At St Matthew's:

- We are committed to high quality teaching and to excellent professional development opportunities for all our staff
- We have a resilient staff team from a wide range of backgrounds and experiences who work closely together to secure the best outcomes for our children

The successful applicant will:

- Level 3 qualification in Early Years/Childcare
- Experience working with 3-year-olds, including behaviour management and inclusion
- Strong communication skills and a calm approach
- Knowledge of EYFS and safeguarding requirements
- Paediatric First Aid (or willingness to train)
- Flexible, positive, and enthusiastic attitude

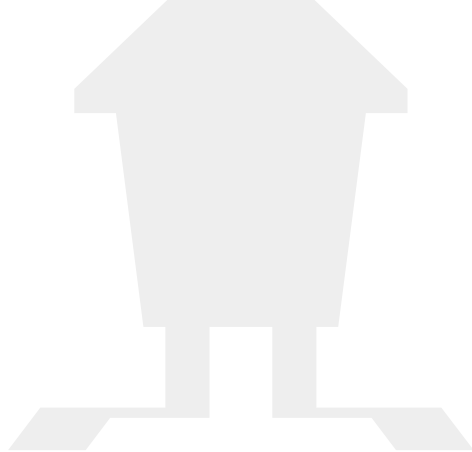


About the Role: You'll lead the planning and delivery of engaging learning for 3-4 year-olds, work as part of a small team, maintain the highest standards of safeguarding, and work closely with parents to build trust. You'll also help establish daily routines and track children's progress, ensuring every child receives the best start to their education at St Matthew's CE Primary School & Nursery.

We would be delighted to hear from you or arrange a visit to show you around our school.

Applicants are expected to be sympathetic to the Christian ethos of the school.
St Matthew's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

All appointments are subject to a satisfactory enhanced DBS check and references.



Job Description - Nursery Lead

Summary of responsibilities and duties	• Under supervision of the EYFS lead, plan, deliver, and evaluate engaging, play-based learning experiences tailored to 3-4 year-olds, following the EYFS framework • Under supervision of the EYFS lead, lead and support a small team of assistants, modelling best practice at all times • Maintain the highest standards of safeguarding and child welfare, adhering to all relevant policies and guidance • Foster effective relationships with parents providing regular feedback and supporting home-school partnerships • Assess, track, and record children's developmental progress, identifying and supporting next steps in learning • Support daily routines including meal and snack times, and personal care, always promoting children's dignity and independence • Manage and model positive behaviour strategies suitable for young children • Ensure the learning environment is safe, well organised, and stimulating, making effective use of the school's resources • Participate in regular team meetings, training, and development opportunities • Work flexibly to meet the needs of the provision during term time
To whom the post holder reports	The post holder is responsible to the Headteacher in all matters.
Duties and responsibilities specific to the post	• To deliver a broad and balanced curriculum in line with EYFS principles. • To demonstrate an awareness of the developmental needs of Nursery-aged children. • To support learning through play, adult-directed tasks, and child-initiated activities. • To prepare and adapt resources to enhance learning opportunities and meet children's interests and developmental stages. • To reinforce positive behaviour, encourage resilience and independence, and support children's personal, social, and emotional development. • To model high-quality interactions and facilitate inclusion in group activities. • To support children's self-care, hygiene, and mealtime routines as required. • Contribute to the positive ethos and vision of the school and EYFS setting. • Support home-school relationships in collaboration with the EYFS leader • Support across the EYFS if directed to do so. • Support wider development through a programme of age appropriate trips and visits. • Organise and maintain a stimulating and purposeful working environment

	• Maintain confidentiality • Be aware of and support diversity. Ensure all pupils have equal access to opportunities to learn and develop
General Duties of all teaching staff and leaders	In addition, the post is subject to compliance with: • School policies and guidelines on the curriculum and school organisation Teachers' Standards SEN Code of Practice • National Curriculum 2014 • Keeping Children Safe in Education • Development matters • School Safeguarding policy and procedures
Other Duties	• Support the Christian Ethos of the school • Attend collective worship as required • Participate in staff training, INSET activities and parent curriculum evening • Undertake other such duties as can be reasonably expected

Person Specification - Nursery Lead

	Essential:	Desirable:
Qualifications and Training	• Full and relevant Level 3 qualification in Early Years/Childcare (essential) • Pediatric First Aid certificate (or willingness to complete training) • Evidence of continued professional development	
Experience	• Proven experience working with 3-year-olds in an early years setting • Experience with EYFS planning, assessment, and record keeping	• Experience leading or supporting a small team
Knowledge, Skills & Ability	• Strong knowledge of the EYFS and statutory safeguarding requirements • Ability to plan and deliver age-appropriate, play-based activities • Excellent communication and interpersonal skills to work with young children, families, and staff • Confident in behaviour management strategies suitable for young children • Ability to assess and record children's progress effectively • Understanding of inclusive practice • Understanding of safeguarding responsibilities	
Personal Qualities	• Warm, caring, and patient approach with young children • High expectations for all children and commitment to their wellbeing and development • Flexible, proactive, and reliable • Commitment to upholding the values and ethos of the school • Able to maintain confidentiality and demonstrate integrity at all time	• Interest in contributing to wider school life or extra-curricular activities