Location	Burmantofts Community Nursery, Leeds
Contract	Full-time, all year round
Salary	L1 – £51,773
Annual leave	30 days plus 8 statutory bank holidays per annum
Reports to	Board of Trustees
Start date	As soon as possible, subject to the successful candidate's existing notice period and satisfactory pre-employment check

Please read the Job Description for a comprehensive overview of this role.

Further information regarding the nursery can be found on our website www.burmantoftsnursery.co.uk

Candidates are welcome to visit the nursery by arrangement. Please email to arrange a viewing to vacancies@burmantoftsnursery.co.uk

Email completed application forms to **vacancies@burmantoftsnursery.co.uk**

Closing date for applications: 5pm 25th November

Shortlisting: WB 30th November

Interviews: 14th December and 16th December

Purpose of Role

Burmantofts Community Nursery is delighted to invite applications for the role of Nursery Leader. This is a rewarding opportunity for an experienced and passionate early years professional with a relevant degree-level qualification and leadership and management experience to lead a charitable, community-focused nursery serving children and families within a richly diverse, multicultural area of Leeds.

The Nursery Leader will play a central role in shaping high-quality early education and childcare for children aged 6 months to 4 years, while working in close partnership with families to support children's learning, wellbeing and development.

The post holder will provide strong pedagogical, strategic and operational leadership, ensuring high standards of care, learning and teaching in line with the Early Years Foundation Stage (EYFS) statutory framework and Birth to 5 Matters (2026). This role combines strategic leadership and management with hands-on educational practice, modelling inclusive, play-based practice across the nursery.

Working collaboratively with staff, families, external professionals and the Board of Trustees will be central to ensuring statutory requirements are met and that the nursery thrives as a welcoming, inclusive setting for children and families.

About Burmantofts Community Nursery

Burmantofts Community Nursery (BCN) is a charitable, community-focused setting located in the heart of Leeds. We aim to provide high-quality, inclusive early education and childcare for children aged 6 months to 4 years within a richly diverse, multicultural community.

Led by a Board of Trustees, Burmantofts Community Nursery holds a strong social purpose. We work in genuine partnership with families, recognising parents and carers as children's first and most important educators.

Our curriculum is rooted in play, relationships and lived experience, celebrating children's languages, cultures and identities while supporting families to feel welcomed, valued and actively involved in nursery life.

Key Responsibilities

Provide visible, inspiring leadership across the nursery, leading the strategic vision and day-to-day operations in line with the EYFS statutory framework, relevant safeguarding guidance and Ofsted requirements.

Support and develop staff through effective supervision, appraisal and mentoring, fostering a culture of collaboration and continuous improvement.

Lead an inclusive, child-led curriculum supported by high-quality planning, teaching and consistent assessment practices.

Undertake hands-on educational practice, modelling excellent early years' pedagogy alongside colleagues across nursery rooms.

Act as one of the nursery's Designated Safeguarding Leads (DSLs), subject to appropriate training, ensuring robust safeguarding, welfare and compliance procedures are embedded throughout the setting.

Oversee SEND provision, working closely with the SENCo and external professionals to ensure inclusive, high-quality support for all children.

Promote children's progress, wellbeing and readiness for the next stage of learning through reflective practice and strong educational leadership.

Build strong partnerships with parents, carers and community organisations, leading meaningful family engagement and outreach, including opportunities such as workshops, stay-and-play sessions and cultural celebrations.

Work in partnership with the Board of Trustees to deliver strategic priorities, sustainability, occupancy growth and extended provision.

Manage budgets, occupancy, admissions and resources effectively to ensure financial viability and long-term success, including oversight of safe and well-maintained nursery facilities.

Person Specification

Essential

A relevant degree-level qualification in Early Childhood Education, Early Years, Childhood Studies, Education or a closely related discipline.

Proven leadership and management experience in an early years, childcare or comparable educational setting.

Experience of managing, supervising, mentoring and developing staff teams.

Strong knowledge of the EYFS statutory framework, child development and inclusive, play-based pedagogy.

Experience of family engagement, community partnerships and outreach.

Excellent understanding of safeguarding, child protection, inclusion and SEND provision.
Strong communication and organisational skills, and the ability to contribute to strategic and operational improvement.

Desirable: QTS, EYTS, EYPS or a relevant postgraduate qualification; experience in charitable or community-based settings, budget management, occupancy development, outreach or multi-agency working.

Safeguarding

Burmantofts Community Nursery is committed to safeguarding, promoting the welfare of children and families and expects all staff and volunteers to share this commitment. Appointments made are subject to an enhanced Disclosure and Barring Service check. If shortlisted, you will be required to disclose relevant information regarding criminal history and an on-line search will be conducted.

Equal Opportunities

Burmantofts Community Nursery is an equal opportunities employer and is committed to promoting equality, diversity and inclusion in all aspects of its work. We welcome applications from all suitably qualified candidates. All applicants will be treated fairly and appointed on merit. We value diversity and are proud to serve a diverse community. We aim to ensure that our recruitment, selection and employment practices are free from discrimination and that all staff, children and families are respected, supported and included.

All candidates must have the legal right to work in the UK, and that this will be verified as part of pre-employment checks.

Visas cannot be sponsored.