Burmantofts Community Nursery | Job Description and Person Specification – Nursery Leader

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

Purpose of the Role

Burmantofts Community Nursery (BCN) is a charitable, community-focused setting in the heart of Leeds. We provide high-quality, inclusive early education and childcare for children aged 6 months to 5 years within a richly diverse, multicultural community.

The Nursery Leader 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). The role combines leadership and management with an active contribution to educational practice across the nursery rooms.

The post-holder will hold a relevant degree-level qualification in Early Childhood Education, Early Years, Childhood Studies, Education or a closely related discipline, together with experience of leadership and management in an early years or comparable educational setting. Qualified Teacher Status (QTS) is desirable but not essential.

The Nursery Leader will be skilled in developing staff, working in partnership with families and external professionals, and leading meaningful community outreach. They will help the nursery fulfil its charitable mission, meet statutory requirements and respond to the needs of local children and families.

Key Responsibilities

Leadership and Management

- Lead strategic development and day-to-day operations, ensuring compliance with the EYFS statutory framework, relevant safeguarding guidance and Ofsted requirements.
- Provide visible, inclusive leadership that promotes reflection, collaboration, professional accountability and continuous improvement.
- Lead, supervise, appraise, mentor and develop staff, embedding high-quality pedagogy and effective teamwork.
- Oversee planning, observation and assessment, ensuring responsive, child-led and play-based learning.
- Work with the Board of Trustees to develop and deliver strategic priorities, including sustainability, occupancy growth and extended provision.

- Lead and coordinate all aspects of Ofsted inspection preparation, ensuring the nursery maintains continuous inspection readiness, and take overall responsibility for managing and leading the inspection process.

Pedagogy and Curriculum

- Lead an inclusive, ambitious curriculum reflecting children's interests, experiences, development and cultural backgrounds.
- Ensure practice is informed by current early years' research, statutory and non-statutory guidance, and sound knowledge of child development.
- Embed meaningful assessment, reflective practice and effective support for children's progress, health, wellbeing and transitions.
- Promote active parental engagement throughout each child's journey.
- Undertake hands-on educational practice across nursery rooms, modelling excellent practice alongside colleagues.

Safeguarding, Welfare and Inclusion

- Act as one of the nursery's Designated Safeguarding Leads (DSLs), subject to appropriate training, and ensure robust procedures are understood and followed.
- Champion equality, diversity and inclusion, in line with the Equality Act 2010 and relevant statutory duties.
- Oversee and support the SENCo to secure high-quality provision for children with SEND, working collaboratively with families and external professionals.
- Ensure health, safety, welfare and safeguarding requirements are consistently met across the setting.

Operational and Financial Management

- Manage budgets and resources effectively, ensuring financial viability and value for money.
- Lead operational management for all nursery facilities, ensuring buildings, outdoor spaces, and equipment are safe, well-maintained, and fully compliant with early years, health and safety, and charity regulations.
- Lead ongoing actions to promote occupancy, admissions, marketing and communications to maintain sustainable growth and a strong community presence.
- Oversee occupancy, marketing, and admissions to maintain sustainable growth and community visibility.
- Lead initiatives to maximise the use of premises throughout the year, including wraparound and holiday provision.
- Maintain effective communication with families, staff, Board of Trustees and external partners.
- Support trustees in fulfilling their statutory responsibilities, including safeguarding, Ofsted compliance, and charity governance.
- Report regularly to the Board on educational outcomes, safeguarding, staffing, finances, and organisational performance.

- Report regularly to the Board on education, safeguarding, staffing, finance, performance, risk, funding and regulatory developments.

Community Outreach and Family Partnerships

- Develop trusting, respectful partnerships with parents and carers, recognising them as central to their children's learning and development.
- Lead a purposeful community engagement and outreach approach that improves access, participation and support for local families.
- Develop family participation opportunities, to include home visits, workshops, stay-and-play sessions and cultural celebrations.
- Build and sustain effective relationships with local schools, children's centres, family support services, community groups and other agencies.
- Represent BCN positively, strengthen community visibility and ensure outreach responds to the needs of the diverse local population.

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, early childhood development and inclusive, play-based pedagogy.
- Demonstrable experience of engaging families, developing community partnerships and contributing to outreach activities.
- Excellent understanding of safeguarding, child protection, SEND and inclusive provision.
- Strong interpersonal, organisational and communication skills, including work with families from varied backgrounds.
- Ability to contribute to strategic improvement, operational management and sustainable provision.

Desirable

- QTS, EYTS, EYPS or a relevant postgraduate qualification.
- Leadership experience within a charitable, community-based or not-for-profit organisation.
- Experience of working with multilingual families and knowledge of the local community and its needs.
- Experience of budget management, occupancy development or organisational planning.
- Designated Safeguarding Lead experience.
- Experience of leading family support, community outreach or multi-agency partnership projects.

Core Competencies

- Inclusive and Inspirational Leadership – motivates others and creates a supportive, reflective culture.
- Pedagogical Expertise – understands how young children learn through play, relationships and exploration.
- Strategic and Operational Thinking – connects quality of practice with organisational priorities and sustainability.
- Community Partnership – builds meaningful relationships with children, families, staff and local organisations.
- Accountability – upholds high standards of care, professional conduct, safeguarding and compliance.

Key Outcomes

- High-quality, inclusive provision in which children thrive and make progress.
- Confident, reflective staff who consistently deliver responsive, child-led practice.
- Strong, trusted partnerships with families and an active, effective community outreach offer.
- Operational stability, sustainable growth and continued delivery of the nursery's charitable mission.