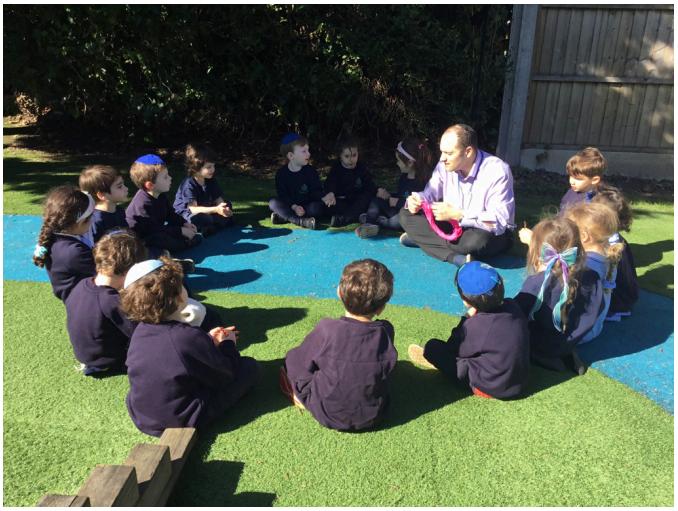
LITTLE GRAPES

FULL-TIME ROOM LEADER

Recruitment Application Pack
Required from MARCH 2027



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Welcome Letter from the Head of Early Years

Dear Candidate,

Thank you for considering the Room Leader position at Little Grapes, the new nursery of Kerem School. This is an incredibly exciting time for our Early Years provision, and I am delighted that you are exploring the opportunity to play a leading role in shaping this new setting.

At Kerem, we are deeply committed to delivering an outstanding Early Years Foundation Stage experience, where every child is nurtured, inspired and supported to thrive. Our approach is rooted in a strong understanding of child development and the importance of play-based, child-centred learning. We believe that the earliest years of education are fundamental in fostering curiosity, independence and a lifelong love of learning.

The opening of our nursery represents an important step in strengthening and extending our Early Years provision. As Room Leader, you will work closely with the team to build a cohesive and thoughtfully designed Early Years pathway, ensuring that each stage of a child's journey is carefully crafted and aligned. Together, we will shape a provision that provides our youngest children with a joyful and stimulating start to their Jewish educational experience, while preparing them confidently for the transition into Reception and beyond.

At Kerem, our vision for Early Years combines high expectations for learning with a strong focus on personal, social and emotional development. We aim to create environments where children feel safe, valued and excited to explore, where relationships are strong, and where each child is supported to develop confidence, resilience and a sense of belonging to the community.

Our Early Years team benefits from the wider strengths of the school, including access to specialist teaching in areas such as physical education and music, enriching the experiences we offer to our pupils. Collaboration is central to our culture, and we place great importance on working closely together to reflect, share ideas and continually strengthen our practice.

The successful candidate will play a pivotal role in establishing the nursery as a warm, vibrant and purposeful learning environment. This is a unique opportunity to contribute to the creation of something new while working within a supportive and ambitious team that is passionate about early childhood education.

If you share our belief in the importance of high-quality early education and are excited by the opportunity to help shape the future of our provision, we would be delighted to hear from you. Visits to the school are warmly welcomed so that you can experience our nurturing and vibrant community first-hand.

Kind regards

Bonnie Bloom and Cindy Summer

Head of Early Years Little Grapes Nursery Manager

The Application Process

If you wish to apply, please respond by submitting the application form and attaching copies of your qualification certificates. Please also submit a supporting statement addressing the job description and person specification. This should be no longer than 2 A4 pages.

Applications should be emailed to the Head Teacher at vacancies@keremschool.co.uk. Please add the header *"(Your Name) – Application for Little Grapes Room Leader".*

Your References

You should give the names, positions, organisations, telephone contact numbers and email addresses of at least two referees, one of whom must be your current/most recent employer. If you specifically do not wish referees to be approached without your prior permission, then you should indicate the fact. Finally, please ensure that you have included daytime, evening and mobile contact numbers.

Recruitment Timetable

Please note that applications will be reviewed as received and will close as soon as a suitable candidate is identified. Suitable candidates may be interviewed before the closing date and we reserve the right to withdraw the position if an early appointment is made. Therefore, early application is encouraged.

Start Date: **March 2027**

KEREM SCHOOL

JOB DESCRIPTION - ROOM LEADER

RESPONSIBLE TO Head of Early Years

DIRECTED BY Nursery Manager

SALARY £28,000 and £35,000 (subject to experience)

Please note that this is a full-time position, not a term-time only position. We are closed for Jewish holidays and over Christmas and bank holidays; otherwise, the nursery will be open to provide care for our children.

Aim

The aim of this role is to provide a warm, nurturing and high-quality Early Years experience as a Room Key Worker within the nursery. The postholder will play an important role in supporting children's development, wellbeing and learning, ensuring that every child is given a strong foundation in a joyful, stimulating and carefully structured Jewish Early Years environment that reflects the values and vision of Kerem School.

Duties and Responsibilities

a) To act as a Key Worker for a group of children within the room, building secure, trusting and positive relationships that support each child's emotional wellbeing and development.

b) To support the delivery of a high-quality Early Years Foundation Stage (EYFS) curriculum in line with the school's vision, values and expectations.

c) To work collaboratively with room colleagues, the Early Years leadership team and the wider school to ensure a consistent and coherent Early Years experience for all children.

d) To observe, assess and record children's learning and development in line with EYFS requirements, contributing to planning that meets individual needs and next steps.

e) To help create and maintain a safe, stimulating and well-organised learning environment, including supporting displays and the presentation of children's work.

f) To build positive relationships with parents and carers, sharing information about children's progress, wellbeing and experiences in the setting.

g) To promote children's wellbeing, positive behaviour and safeguarding at all times, ensuring all children feel safe, valued and supported.

h) To support children with transitions, both within the setting and into the next stage of their education, ensuring continuity of care and learning.

i) To work closely with colleagues and external professionals where appropriate to support the needs of individual children.

j) To contribute to the daily routines, planning and preparation of activities that reflect children's interests and developmental stages.

k) To take part in staff meetings, training and professional development opportunities to continue improving practice and knowledge of Early Years education.

l) To implement nursery policies and procedures consistently, including safeguarding, health and safety, behaviour and inclusion.

m) To actively support the values and ethos of the nursery and wider school community in all aspects of practice.

n) To participate fully in the life of the nursery and undertake any other reasonable duties appropriate to the role as requested by the Nursery Manager, Early Years Lead or Headteacher.

o) To fulfil the responsibilities of a Deputy Designated Safeguarding Lead (DSL), including supporting safeguarding procedures, child protection practices, staff guidance and welfare concerns.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

KEREM SCHOOL

PERSON SPECIFICATION – LITTLE GRAPES ROOM LEADER

The person specification is an important part of the recruitment process. It should be read carefully as it will form the basis of short-listing and, ultimately, appointing the successful applicant. You must demonstrate, therefore, how you meet each of the following criteria in your application.

Factor	Essential	Desirable	Ascertained by
Education, Qualifications and Training	● Full and relevant Level 3 Early Years qualification ● Knowledge and understanding of safeguarding and child protection responsibilities ● Understanding of the EYFS framework and child development ● Commitment to supporting children's learning and development	● Paediatric First Aid qualification ● Additional EYFS training or qualifications ● Experience working in an early years setting ● Commitment to ongoing professional development	Application form and documentary evidence Application form and documentary evidence Application form and documentary evidence Application form and documentary evidence
Professional Development	● Participation in relevant Early Years training and development activities	● Attendance at EYFS conferences or workshops	Application form, interview, references
Experience	● Significant experience working in Early Years provision ● Experience in planning and	● Experience working in Early Years provision	Application form, interview, and references Application form, interview, and

	delivering the EYFS curriculum ● Experience of working in partnership with parents and external agencies		references
Knowledge, Understanding and Skills	● Strong understanding of child development and play-based learning ● Knowledge of the EYFS framework ● Ability to design and implement a high-quality, stimulating environment ● Ability to assess, monitor, and track children's progress ● Understands and demonstrates effective teaching and learning styles	● Knowledge of transitions between developmental stages ● Experience integrating technology into Early Years learning ● Knowledge of current early years research ● Good understanding of a range of positive behaviour management strategies	Application form, interview, references
Safeguarding of Children	● Knowledge of statutory safeguarding requirements ● Commitment to promoting the welfare and	● Previous experience as a Designated Safeguarding Lead (DSL)	Interview, documentation

	safety of children		
Personal Characteristics	• Passion for Early Years education • Excellent interpersonal and communication skills • Reflective practitioner • Resilient, flexible and adaptable	• Experience of working in a faith-based setting	Application form, interview, references
Additional Skills	• Ability to liaise effectively with parents, colleagues, and external agencies	• Experience of curriculum enrichment, specialist teaching input, or community engagement	Application form, interview, references