



BERKHAMPSTEAD SCHOOL

Berkhampstead School Job Description

Job Title: Kindergarten Lead

Reports to: Head of Early Years, and ultimately the Head of School

Position Summary

To undertake the leadership and day-to-day management and operation of the Kindergarten in support of admissions, transitions, staffing, planning, development and management of activities relating to the curriculum, organisation and/or pastoral functions of the Kindergarten, and in accordance with the school's aims and objectives.

Does this position have staff supervisory responsibilities? Yes

Does this position have budgetary responsibilities? Yes

Major Accountabilities

(High level accountability statements)

The Kindergarten Lead must have a good understanding of all regulatory and practice requirements, staff management, customer service, whilst delivering high quality care and learning for young children.

- To always work effectively with the Head of Early Years.
- To have excellent communication skills, both verbal and written.
- Always adhere to Berkhampstead Schools policies and procedures.
- Promote positive relationships with children, parents, and staff.
- Access and record all health and safety and well-being concerns of the children across Kindergarten.
- To be responsible for providing high quality care, education, and learning.
- To have excellent knowledge and understanding of child development.
- Demonstrate and ensure good practice and compliance within the Early Years Foundation Stage Framework.
- Encourage and model appropriate behaviour and expectations, following the school's ethos.

- To be responsible for health and safety in Kindergarten including the safety of children, staff, and equipment.
- Always promote and ensure positive relationships with parents. To include the organisation of events and parents' evenings with the Head of Early Years
- Actively promote Kindergarten to prospective parents, and other organisations.
- Confidently lead presentations that promotes Kindergarten to prospective parents, including introductory and welcome evenings
- Lead and organise observations and planning to ensure all children's needs and interests are met and next steps planned for.
- Responsibility for record keeping, and monitoring children's progress.
- Evaluate and develop the curriculum and environment.
- Monitor and have a good understanding of progress of all children in Kindergarten.
- Attend and encourage staff to attend CPD training, staff meetings, and lead moderation meetings.
- Write detailed individual children's reports, support staff with report writing proofread all material before sending out to parents. Including weekly focus child observations via Tapestry, termly topic letters to parents, weekly newsletter for Berkhamstead School.
- To ensure staff are appropriately supported to carry out their role effectively.
- Lead regular Kindergarten staff meetings.
- Contribute to the overall aims and ethos of the school.

Role Attributes

(Skills/Competencies/Behaviours – descriptor and explanation)

- **Leadership:** Gives clear direction and sets standards and expectations. Creates a motivating environment to get the best out of individuals and teams, and to achieve goals. Delegates responsibility whilst maintaining accountability.
- **Problem-solving & Decision-making:** Identifies and anticipates issues. Generates multiple options to resolve issues and evaluates these objectively. Selects best way forward promptly and without undue recourse to higher authority.
- **Interpersonal Skills:** Gets on with different types of people and interacts well with people at all levels. Is insightful about others, seeking to understand other people's views, and adapting own approach accordingly.
- **Communication Skills:** Listens effectively. Communicates clearly and consistently both verbally and in writing, adapting content to the task and audience.
- **Collaboration & Teamwork:** Works co-operatively to shared objectives - involving others when generating ideas, solving problems or making decisions. Is open to sharing best practice, information, ideas and solutions.
- **Quality Commitment:** Wants to do the best they can, setting high work standards for self and others. Seeks to understand the needs and priorities of others. Responds flexibly to changing requirements.
- **Planning & Organisation:** Manages time effectively. Develops effective procedures. Focuses on the right things, balancing conflicting priorities and meeting deadlines.

- **Resilience:** Keeps calm and in control in difficult and/or stressful situations. Is resourceful, flexible and optimistic when tackling challenging obstacles. Remains motivated and productive during periods of change or when under pressure.
 - **Confidentiality & Integrity:** Respects and shows consideration for others. Builds a climate of trust and openness. Deals with information confidentially and with discretion.
 - **Technical expertise & knowledge:** Applies a high level of technical expertise and experience to enhance job performance. Maintains and updates own technical knowledge. Is a respected and credible practitioner in own field.
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Position Prerequisites

(e.g. Qualifications, experience)

- Preferably educated to degree level, or equivalent, with Early Years knowledge
 - Experienced Early Years teacher and practitioner
 - Completion of Safeguarding training and a thorough knowledge of the principles thereof
 - Understanding and recognition of the principles of equality and diversity
 - Good ICT skills
 - Team player
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The successful candidates will benefit from:

- Joining an Independent Day School with a forward thinking and fully supportive team of staff in a friendly and caring environment
 - Good resources
 - One paid “well-being day” per academic year, which can be booked off during term-time.
 - After school activities such as Yoga.
 - Lunches
 - Staff fee remission
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Terms and Conditions

Hours: Term-time plus 4 Inset days.

Salary: The actual salary will be competitive and according to qualifications and experience. Salaries are paid monthly.

Start date: To be confirmed

Terms and conditions will be discussed at interview, in conjunction with salary payable. All staff are expected to be in sympathy with and supportive of the ethos of the School. They are expected to be committed to the safeguarding and promotion of the welfare of children and young people.

How to Apply - the process

Please complete the Application Form in full (CVs cannot be accepted), which is available from the school website, with a covering letter and send by:

Email: hr@berkhampsteadschool.co.uk

Royal Mail: Mrs Michelle Bareham, Head of School, Berkhamstead School, Pittville Circus Road, Cheltenham, Glos. GL52 2QA

The closing date for receipt of applications is **Tuesday 4th November 2025**
Interviews will be held the week commencing **Monday 10th November 2025**

If you would like to visit, please contact hr@berkhampsteadschool.co.uk

References will be required and any relevant issues arising from such will be taken up at interview or a suitable point during the process.

Please note that whilst an interview is to be used as the primary feature of the selection process, if invited for interview you will be advised as to whether any additional selection methods will be required to supplement the interview. These may include skills tests. Whatever methods are chosen, the panel will use these to assess the merits of each candidate against the job and person specification.

Candidates who have a disability or any other special requirements should let the School know if there are any reasonable adjustments they would like the School to make as part of this recruitment process.

Berkhamstead School is an equal opportunities employer and we welcome applications from people with protected characteristics such as age, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality or ethnicity, religion or belief, sex or sexual orientation.

The school is committed to safeguarding and promoting the welfare of children and young people, and therefore expects all staff and volunteers to share this same commitment. The successful candidate will be subject to an enhanced Disclosure and Barring Service check and this position is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

As part of our due diligence for safer recruitment, the school may carry out online searches for shortlisted candidates to help identify any incidents or issues which may need to be explored at interview. The searches would be made on open-source information and may include, but will not be limited to, the main social networking sites, including Instagram and Facebook.