Nursery Officer

Salary

B3 Pt 7-11 Starting at £16,945.56

Contractual hours

32.5

Basis

Term Time Only

Job category/type

Education and Childcare, Schools/Academies

Date posted

09/11/2026

Job reference

REQ010208

Job Description

Job title and organisation: Nursery Officer - Adel Primary School

Salary: B3 Pt 7-11 Starting at £16,945.56

Hours: 32.5 per week (Term Time Only)

Contract: Permanent

Location: Adel Primary School, Tile Lane, Leeds LS16 8DY

Closing Date and Time: Monday 30 November 2026 at 9am

We have an exciting opportunity for a Nursery Officer to join our caring, dedicated, and enthusiastic staff team as soon as possible.
Adel Primary School is a one form entry primary school in a beautiful area of Leeds with motivated, enthusiastic and dedicated children, staff, and governors.

Our school values: 'thrive & succeed', 'grow and achieve', 'engage & inspire', 'respect & celebrate', reflect and encompass the warm and friendly atmosphere our school has to offer. We are proud to be a school where people love to work. Our most recent Ofsted report (February 2026) highlights that "**staff feel valued and supported"** and are **"proud to be part of the Adel team."**

With a clear focus on manageable workload and staff wellbeing, Adel Primary offers a positive, collaborative environment where you can grow, develop, and make a lasting impact.
The role will involve working in our 26 place Nursery and working alongside the class teacher to provide high quality care and education for all children, using the EYFS framework to ensure a broad and balanced curriculum is provided.

The role is from 8.30am-3.30pm Monday to Friday term time only. This is offered on a permanent contract, subject to completing a 6-month probationary period.
We will provide:

- A supportive, friendly, caring staff team
- Excellent support from the Leadership team
- A fantastic school community
- Motivated and enthusiastic children with high standards of behaviour
- Supportive continued professional development
- Super environment both within and around school.
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The successful candidate will:

- Be fully committed to safeguarding the children in our care and will adhere to our rigorous safeguarding, child protection and health & safety policies and procedures.
- Be able to effectively use the Early Years Foundation Stage to contribute towards planning to aid children's learning.
- Have the ability to build relationships; communicating effectively with children and adults.
- Have a positive manner and enjoy working as part of a team.
- Have the ability to use your own initiative, proactively responding to daily demands within a busy working environment.
- Be flexible and adaptable to change, within day-to-day school life
- Have experience of working in an Early Years setting.
- Hold a minimum of level 3 qualification in childcare. To check if your qualification is relevant, please go to: Early years qualifications list: UK only - GOV.UK

Further benefits to joining our team include access to Vivup- Leeds City Council Staff Wellbeing and Benefits Platform, cycle to work scheme – spread the cost with salary sacrifice and Active Leeds fitness corporate membership – access to 12 gyms, 15 swimming pools and 500+ fitness classes.

Visits to school are encouraged - If you would like to visit school prior to applying, please email the school business manager a.roberts@adelprimary.org.uk to arrange an appointment.

To apply

For an application pack and details on how to apply, please contact Amy Roberts, School Business Manager, at a.roberts@adelprimary.org.uk

- Closing date for applications 9am on Monday 30th November
- Shortlisting will take place on Monday 30th November and successful candidates will be contacted by 5.30pm
- Interviews are scheduled to take place on Thursday 3rd December 2026