



St Swithun's  
Prep School  
WINCHESTER

# Nursery Manager

Required as soon as possible  
Full time, all year round





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# Welcome from the Prep School Head



**Liz Norris, Prep School Head**

Thank you for your interest in working at St Swithun's Prep!

We are a lively, forward-thinking prep school which takes great pride in introducing children to as many experiences as possible. We want our children to have fun as they learn and our curriculum ensures they have plenty of opportunities for learning and discovery.

We have an exciting opportunity for a passionate and motivated early years professional to step into a key leadership role within our new nursery. As Nursery Manager, you will lead and develop our new nursery project whilst driving the positive promotion of the school, existing preschool and nursery to staff and parents.

We hope this pack helps you see what is important to us here at St Swithun's. We would very much welcome your application and look forward to meeting you.



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Prep School  
WINCHESTER

# Welcome to our school

St Swithun's Prep School in Winchester accommodates up to 230 girls aged 4-11 with a co-educational pre-school from age 3.

The prep school is housed in a pair of state-of-the-art buildings that opened ten years ago. The main block houses classrooms alongside specialist areas for Art and Design Technology, Computing, Food Technology, Science and Music. The adjacent building contains a Gym and a multi-purpose auditorium with retractable tiered seating.

The Prep School adjoins St Swithun's Senior School, a leading GSA school offering day, weekly boarding and full boarding for 500 girls aged 11-18. Many facilities are shared, including catering facilities and a swimming pool complex that includes separate full-size and learner pools.



The schools are set on an impressive and attractive campus of 45 acres overlooking the Hampshire Downs and within the South Downs National Park. The school is within walking distance of the centre of Winchester, and only an hour from central London.



St Swithun's  
Prep School  
WINCHESTER

# About us

Children here enjoy a huge range of opportunities to shine wherever their interests lie; they are guided to give their very best, astonish their audiences and receive their applause. They are the leaders of tomorrow, and it is an enormous **privilege** to be a key influence in their development.



At St Swithun's prep **children's happiness** is at the heart of everything we do. We know that confidence is fundamental to success, so activities are characterised by a palpable sense of fun and enjoyable challenge to ensure that pupils **flourish** during their time with us.

We offer a genuine all-round education, and place enormous importance on celebrating **diversity** in everything that we do. We offer an inclusive, yet appropriately competitive, sports programme and **encourage** children to have fun, take risks and get stuck in to all that we have on offer.





St Swithun's  
Prep School  
WINCHESTER

# The learning community

Our EYFS and key stage one curriculum is designed around the children's interests and intrinsic motivations, harnessing their love of asking questions and allowing them to become independent learners. Passions for **learning, literature and life** are developed from the earliest of days.

Then, throughout our key stage two classes, we continue to hold the development of character and the pursuit of academic excellence in equally high regard.



The timetable emphasises the core subjects of English, mathematics, science and computing but balances these with a huge number of sports, humanities, arts, languages and extra-curricular opportunities too.

Although we carefully prepare children for successful and stress-free transitions to a range of leading independent schools, including our own senior school, we never resort to a meaningless hot-housing approach and remain committed to maintaining a rich and inspiring curriculum.

The vast majority of our pupils transfer through to our senior school and do so without having to sit examinations in Year 6. We therefore enjoy **true autonomy** over our curriculum design.



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WINCHESTER

# Nursery Manager

## *Role overview*

St Swithun's is launching an exciting new nursery provision as an extension of our successful preschool. The Nursery Manager will be the founding leader of this new setting, responsible for establishing, leading and developing a high-quality nursery and preschool for girls and boys from 9 months to four years (preschool year). This is a unique opportunity to shape a nursery within a leading independent school environment; embedding the St Swithun's ethos from the outset and creating an exceptional early years' experience.

You will play an integral role in shaping and delivering outstanding early years practice, while coordinating key areas including staff leadership, curriculum delivery, operational management, safeguarding and regulatory compliance.

This role is perfect for someone who thrives in a dynamic environment, enjoys leading a team, and is ready to make a meaningful impact on children, families, and staff by giving exceptional care and inspiring learning opportunities.





St Swithun's  
Prep School  
WINCHESTER

# Nursery Manager

## *Key responsibilities*

### **Childcare & Curriculum**

- Design, implement and deliver an outstanding EYFS curriculum that reflects the St Swithun's ethos and High-Performance Learning approach.
- Ensure high-quality provision for all age groups, including under twos.
- Promote learning through play, with a strong emphasis on outdoor learning experiences and use of the school's extensive grounds.
- Monitor and evaluate practice to ensure continuous improvement and excellent outcomes for children.
- Monitor children's progress and maintain accurate learning records.
- Promote positive behaviour and emotional development.

### **Environment & Resources**

- Play a key role in the creation and furnishing of the newly designed nursery.
- Ensure the indoor and outdoor learning environments are safe, stimulating, inclusive and developmentally appropriate.
- Make effective use of school facilities, including outdoor spaces and specialist resources.

### **Parent & Community Engagement**

- Build strong and trusting relationships with parents.
- Handle enquiries, communication and feedback professionally.
- Represent the nursery in local networks and partnerships.
- Act as an ambassador for the nursery and the wider school community.
- Support admissions processes and contribute to marketing and open events.



St Swithun's  
Prep School  
WINCHESTER

# Nursery Manager

*Key responsibilities continued*

## Leadership and Management

- Day-to-day management, leading the nursery team (including preschool).
- Creating a positive, reflective and high-performing team culture.
- Work closely with Admissions and Marketing to support the successful launch and ongoing development of the nursery.
- Work with the HR department to recruit, develop, supervise, and appraise staff.
- Organise staff deployment to meet ratio requirements.
- Support staff through CPD, team meetings and other communication.
- Ensure all statutory and regulatory requirements, including Ofsted and EYFS frameworks, are met.
- Work closely with staff across the St Swithun's community, most notably Reception staff to ensure effective transitions for children from the nursery.

## Safeguarding and Compliance

- Ensure all staff follow safeguarding and child protection procedures. Work closely with the prep school Designated Safeguarding Lead.
- Conduct risk assessments and maintain health & safety standards, working with the school health and safety team.
- Ensure compliance with Ofsted and local authority regulations.





St Swithun's  
Prep School  
WINCHESTER

# Person specification

## Essential

- Level 3+ qualification in Early Years / Childcare.
- Strong knowledge of EYFS and Ofsted requirements.
- Considerable experience in a nursery or preschool setting.
- Excellent, proven, leadership, communication and organisational skills.
- Proven experience in a senior early year's role.
- Proven experience working with under twos and young children across the full early years age range.
- A genuine interest in, or experience of, outdoor learning and Forest School approaches.

## Desirable

- Level 5/6 qualification in Early Years or Management.
- Paediatric First Aid.
- Experience in specialist areas (e.g., SENCO).
- Experience of working within an independent school or school-based nursery.
- Experience of establishing or developing a new early year's provision.
- Relevant leadership or management qualification.

*These qualities will be assessed through application, references and during the interview process.*



St Swithun's  
Prep School  
WINCHESTER

# Terms and conditions and application process

## TERMS AND CONDITIONS

This is an all year round permanent, full-time position working at least 40 hours per week. The operating hours for the nursery will be 7.30am to 6.00pm. The post holder will be entitled to 38 days annual leave including bank holidays.

The salary for this role will be competitive and will be based on the successful candidate's experience and qualifications.

The school offers a range of benefits, which may include:

- Generous DC scheme pension
- Free membership of the school swimming pool and free or heavily subsidised access to a range of activities on site including yoga and strength and conditioning.
- Discount on school fees
- Refreshments whilst working, and free meals when on duty
- Access to an employee assistance programme

## APPLICATION

The closing date for applications is 9am, Monday 18 May 2026.

Please complete our online application form which can be found [here](#).

For any queries about the role or the application process, please contact the HR Department: Telephone 01962 835798 or email [recruitment@stswithuns.com](mailto:recruitment@stswithuns.com)

*Early applications are encouraged and will be considered as they are received.  
We reserve the right to close applications before the closing date.*



St Swithun's  
Prep School  
WINCHESTER

# Child protection and safeguarding

*“St Swithun's is committed to safeguarding and promoting the welfare of children.*

*All staff are expected to share and support this commitment, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.”*

## Child Protection Statement

- Every child has the right to freedom from physical, racial, sexual, verbal or mental abuse (this includes bullying and intimidation). Our overriding aim is the protection of the individual child within the school.
- We require staff to be fully aware of what child abuse is and the different forms in which it may present itself, and of their duties in respect to child protection.
- We will provide adequate training (both as part of an induction and an ongoing process) in recognising abuse, and what to do if abuse is suspected.
- We are committed to maintaining good communication within the School on child protection issues and to following recognised procedures.
- The Head ensures that the recommended procedures are followed when recruiting staff.



St Swithun's  
Prep School  
WINCHESTER

# Equal opportunities

St Swithun's welcomes applications from candidates from a diverse range of backgrounds. The school will recruit predominantly based on an applicant's relevant skills, experience, capabilities and potential for development. The ability to work collaboratively with others will also be taken into account.

St Swithun's is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a working environment in which all individuals are able to make best use of their skills free from unlawful discrimination or harassment, and in which all decisions are based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

We do not discriminate unlawfully on the basis of age, disability, marital or civil partner status, race (including nationality, ethnic or national origin), religion or belief, sex or sexual orientation, gender reassignment or pregnancy or maternity (defined in the Equality Act 2010 as protected characteristics).

If you have questions about our recruitment processes, or would like any support to access our recruitment process fully please do contact us at [recruitment@stswithuns.com](mailto:recruitment@stswithuns.com).



St Swithun's  
Prep School  
WINCHESTER

# Explanatory notes

## Application Form

Applications will only be accepted from candidates completing the enclosed application form in full. CVs will not be accepted in substitution for completed application forms.

Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post.

Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

The successful applicant will be required to complete a disclosure application form from the Disclosure and Barring Service.

In accordance with government guidelines, we will seek references on shortlisted candidates for teaching and some other posts, and approach previous employers for information to verify particular experience or qualifications before interview. In other cases, if this has not been done, any offer of a post will be conditional upon receipt of satisfactory references.

References should be from the applicant's current or most recent employer. If the current/most recent employer does/did not involve work with children, then the second reference should, if possible, be from the employer with whom the applicant most recently worked with children. Referees should not be a relative or someone known to the applicant solely as a friend.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about those issues.

Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons. The School will only accept references obtained directly from the referee and will not rely on references provided by the applicant or on open references or testimonials.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfES Children's Safeguarding Operation Unit.



St Swithun's  
Prep School  
WINCHESTER

# Explanatory notes

## Invitation to Interview

If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. All candidates invited to interview must also bring with them:

At least two forms of identification, i.e. current driving licence (including photograph), a passport, a full birth certificate or marriage certificate, a utility bill or financial statement showing the candidate's current name and address. These must be issued within the last three months and provide verification of address. Documentation confirming their national insurance number, where appropriate, any documentation evidencing a change of name.

Please note that originals of the above are necessary – photocopies or certified copies are not sufficient.

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received).
- A check of the DfES barred list database, and the Protection of Children Act List as appropriate.
- A satisfactory DBS disclosure.
- Where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the school may require in accordance with statutory guidance.
- Satisfactory completion of the probationary period.
- Verification of medical fitness appropriate for the job's requirements.
- A written declaration that neither they nor anyone in their household is disqualified from working with children.
- Verification of professional status, such as GTC registration, QTS Status (where required), NPQH.
- Verification that the teacher/applicant is not subject to a prohibition order issued by the Secretary of State.
- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999).



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