



FARLEIGH

Nursery Manager

Candidate Information Pack

Full-time, all year round

Starting - January 2026



Head's Welcome

Welcome from Fr Simon Everson, Headmaster

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Thank you very much for your interest in the position of Nursery Manager at Farleigh School.

Farleigh is an exceptional school of which we are very proud, with over 425 boys and girls, aged 3 to 13. It is a wonderful environment in which to work, with each and every member of staff playing their part in ensuring we have happy and energetic pupils. It is a magical place to be.

We have great colleagues and we are aspirational in seeking the very best for the young people in our care across the whole spectrum of school life. We enjoy their company and prepare them for an exciting future, encouraging them to be engaging, warm and thoughtful in the years to come. We are also extremely fortunate to have an incredibly loyal parent body who support and encourage us in so many ways.

I hope that you enjoy finding out a little bit more about the role of Nursery Manager.

If you would like an informal discussion about the position, please call Deborah Jones, the HR Manager, on 01264 710766.



About Farleigh

Farleigh School is a highly successful and vibrant co-educational prep school for boarders and day pupils, aged 3 to 13, based in the beautiful Test Valley of Hampshire and set in 70 acres of open parkland and landscaped woodland. We are just off the A303, close to Andover, Stockbridge, Salisbury and Winchester.

A leading Catholic school which welcomes all faiths, or none, Farleigh combines excellent teaching, modern facilities and countless opportunities for children to grow in confidence and discover their talents.

Farleigh is committed to providing the very highest standard of teaching and pastoral care to ensure that every child is well looked after, happy and fulfilled. The school is aspirational in seeking the very best for the young people in its care and pupils go on to a wide range of leading senior schools.

At Farleigh, we pride ourselves on our team of skilled and dedicated staff. Each member plays a vital role in the running of the school and in creating a warm, friendly atmosphere for pupils and parents.

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to the relevant safeguarding and background checks, including an enhanced DBS check and references.

Our Location & Surrounding Area



Farleigh School

Red Rice

Andover

Hampshire

SP11 7PW

www.farleighschool.com



Nursery Manager

Farleigh School is seeking an enthusiastic, dedicated and motivated Nursery Manager to join us at a truly exciting time. With the planned opening of our brand-new nursery in September 2026, we are seeking to appoint a Nursery Manager from January 2026 to lead on preparations and operational planning, ensuring the nursery continues to reflect the established ethos and high standards of the wider school community.

The new nursery space will be in its own dedicated building with outside space, close to the large Pre-Prep woods for Forest School play, and with the extensive Farleigh grounds on the doorstep of the nursery building. This is a new venture with a chance to evolve and develop a successful all round nursery within a successful independent school. We are excited to bring the Farleigh ethos to even the youngest of children “this is where it all begins”. With close links to the Kindergarten and Pre-Prep, we believe that the new Farleigh nursery will bring something special for both children and nursery staff.

The Nursery Manager will be responsible for the smooth day-to-day operation of the nursery. With extensive experience in Early Years education and a strong background in managing Early Years settings, you will bring a thorough understanding of the Early Years Foundation Stage (EYFS) curriculum, relevant policies, and safeguarding requirements. Confident in your leadership abilities, you will line manage the Deputy Manager and other Early Years practitioners, ensuring high standards of care and education are consistently maintained.

You will be a warm, nurturing professional, ready to create an exceptional Early Years environment, a confident leader with a can-do attitude, and the ability to inspire, lead and support staff. We are looking for a highly organised individual, able to juggle the demands of a busy environment and who inspires the confidence of parents and carers.



We are seeking an individual to work full-time for 50 weeks a year:

- Monday - Friday 7.30am - 6.00pm

The ideal candidate will have:

Essential Qualifications and Experience:

- Minimum of 5 years' post-qualification experience in a childcare setting
- At least 3 years' experience in a Nursery Manager or Deputy Manager role
- NVQ level 3 in Childcare (or above)
- GCSEs in English and Maths (Grade 4/5 or equivalent preferred)

Knowledge and Skills:

- Strong understanding of the Early Years Foundation Stage (EYFS) framework and its practical application
- Up-to-date knowledge of safeguarding and child protection procedures
- Proven experience in delivering high-quality learning opportunities for children aged 0–5
- Confident in leading, mentoring, and motivating a team, with a hands-on leadership style
- Excellent planning, organisational, and time management skills
- Strong communication and interpersonal skills, with the ability to build positive relationships with children, parents, colleagues, and external agencies
- Sound understanding of nursery operations and compliance requirements

Personal Attributes:

- Passionate about early childhood development and committed to delivering outstanding care and education
- Supportive, approachable, and highly organised
- A team player with a proactive, “can-do” attitude
- High attention to detail and a commitment to continuous improvement
- A sense of humour, resilience, and the ability to remain calm under pressure

Job Description: Nursery Manager

Responsible to: Head of Pre-Prep

Particular Tasks & Responsibilities:

Safeguarding & Compliance

- Promote and safeguard the welfare of children, ensuring full compliance with school safeguarding policies.
- Act as Deputy Designated Safeguarding Lead for the Nursery.
- Ensure all staff understand and follow safeguarding procedures.
- Maintain compliance with all relevant legislation, including Health & Safety, Food Safety, and EYFS standards.
- Implement the school's Equality, Diversity and Inclusion policy across all Nursery operations.

Leadership & Management

- Oversee the daily running of the Nursery, including staff rotas, session bookings, and holiday cover.
- Recruit, induct, train, and appraise Nursery staff, ensuring high-quality childcare and education.
- Line manage Nursery staff and liaise with other departments (e.g. HR, IT, Maintenance, Catering).
- Foster a positive, professional team culture and support staff development through training plans and performance reviews.

Childcare & Education

- Ensure a child-centred, inclusive environment that meets individual needs within a group setting.
- Deliver rich, age-appropriate learning experiences aligned with the Early Years Foundation Stage (EYFS).
- Support children with special educational needs and promote inclusive practices.
- Work with the Kindergarten Coordinator to ensure smooth transitions for children moving into Kindergarten.
- Build strong partnerships with parents, carers, and external agencies.

Quality Assurance & Inspections

- Lead on quality assurance and continuous improvement through self-evaluation and reflective practice.
- Prepare for and support inspections by regulatory bodies, implementing any recommendations.
- Ensure accurate reporting on occupancy, quality, and standards.

Finance & Administration

- Work with the Finance department to manage Early Years Funding and staff costs within budget.
- Maintain accurate records for attendance, bookings, and financial reporting.
- Manage administrative tasks including inventory, equipment orders, and personnel records.

Marketing & Community Engagement

- Collaborate with the Marketing team to promote the Nursery and School within the local community.
- Represent the Nursery at events and engage with prospective and current families.

Health & Safety

- Ensure a safe environment for children, staff, and visitors.
- Lead on emergency, safeguarding, and security procedures, including during school holidays.
- Ensure staff hold appropriate first aid qualifications and training is up to date.
- Liaise with the Estates Bursar and Maintenance team to maintain a safe working environment.

General Duties

- Organise staff rotas, holidays, and breaks.
- Manage bookings for additional sessions and flexible term-time options.
- Resolve complaints and concerns promptly, reporting to the Head of Pre-Prep and Head of School as appropriate.
- Undertake any other reasonable duties as requested by management.



Salary, Benefits & Application Process

The successful candidate will receive a remuneration package which includes:

- A competitive salary based on the skills, experience and qualifications at time of appointment
- 28 days annual leave entitlement, plus Bank Holidays
- Membership of the school's pension, life assurance and income protection schemes
- Access to Help@Hand Employee Assistance programme and shopping discounts
- Free school meals during working hours during term time
- Professional Development Support
- Free car parking
- Supportive colleagues and an outstanding working environment
- A beautiful setting in which to work
- Access to staff social events

To apply for the role of Nursery Manager, please complete the academic staff application form and return to Deborah Jones, the HR Manager at hr@farleighschool.com. Applications will be accepted until the position is filled, therefore early application is encouraged. **Farleigh School reserves the right to appoint at any time in the recruitment process.**

Safeguarding:

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo appropriate Child Protection Screening, including references from past employers, an enhanced DBS disclosure and an online search in line with safer recruitment.

Equal Opportunities:

Farleigh School is a co-educational organisation that believes strongly in equal opportunity for all.