



St Swithun's
Prep School
WINCHESTER

Deputy Nursery Manager

Required from summer 2026
Full time, hours on a rota basis





St Swithun's
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Welcome from the Prep School Head



Liz Norris, Prep School Head

Thank you for your interest in St Swithun's Prep School and Nursery.

We are a lively and forward-thinking prep school, proud to offer children a wide breadth of experiences within a nurturing and stimulating environment. We believe children learn best when they are engaged, curious and enjoying their learning and our curriculum is designed to provide rich opportunities for exploration and discovery.

We are now at an exciting stage in our development as we prepare to open our brand-new nursery provision for children from 9 months. We are seeking a Nursery Deputy Manager to join us at this important time and play a key role in supporting the successful establishment of this new provision.

This is an opportunity to contribute to a new and growing part of our school, helping to create a welcoming, organised and professional environment for both families and staff from the very beginning.

We hope this pack gives you a sense of what is important to us at St Swithun's. We would be delighted to receive your application and look forward to meeting you.



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Welcome to our school

St Swithun's Prep School educates around 180 girls aged 4–11, alongside a co-educational pre-school from age 3.

The Prep School is housed in two purpose-built buildings, opened ten years ago. These provide an exceptional learning environment, with bright, modern classrooms and a wide range of specialist facilities. We have a fully equipped gymnasium and a versatile multi-purpose auditorium with retractable seating, supporting both sport and performance.

As part of our continued development, our new nursery provision will be carefully integrated within these existing buildings, benefiting from the same high-quality environment, while also enjoying its own dedicated outdoor learning space designed specifically for younger children.



The Prep School sits within the wider St Swithun's School site, adjoining the Senior School—a leading GSA school for girls aged 11–18, offering day, weekly boarding and full boarding. Pupils benefit from access to shared facilities across the campus, including catering services and an outstanding swimming complex with both full-size and learner pools.

Set within 45 acres of beautiful grounds overlooking the Hampshire Downs and within the South Downs National Park, the school provides a truly inspiring setting. Despite its peaceful location, it is within walking distance of the centre of Winchester and just one hour from central London.



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St Swithun's Nursery

St Swithun's Nursery and Preschool offer a warm, inspiring and high-quality early years environment where young children are given the very best start to their educational journey. From their first days with us, we help each child take those important first steps with confidence and courage.

Caring for children from 9 months to 4 years, including a preschool for the three terms before reception, our setting provides a calm and happy foundation in which children feel safe, confident and ready to learn. In safe, supportive spaces we 'light the way' for learning through play and discovery.

Our bespoke 'Explorers' Cabin' offers a unique learning environment for specialist lessons for nursery and preschool children, and extends the opportunities already provided by the spacious facilities in our Early Years rooms and adjoining courtyard.

Rooted in the school's core values of Caritas, Humilitas and Sinceritas, our nursery and preschool place nurture, wellbeing and positive relationships at the heart of everything we do. We believe that when children feel secure, known and valued, they thrive.





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Deputy Nursery Manager

Role overview

The Deputy Nursery Manager at St Swithun's plays a key role in supporting the delivery of high-quality care and early education within a nurturing and stimulating environment. Working closely with the Nursery Manager, the Deputy supports the day-to-day running of the nursery and contributes to the development of a consistent, high-quality provision for all children.

The role supports children's learning and development in line with the Early Years Framework, ensuring that practice across the nursery reflects the highest standards of care, education and safeguarding. The Deputy will also lead the nursery's approach to SEND and inclusion, working with colleagues, families and external professionals to ensure that every child is supported to thrive.

As part of a new and growing provision, this is an exciting opportunity to contribute to establishing strong foundations, embedding effective systems and practices and shaping an environment where children, families and staff feel valued and supported.

The nursery will operate on a year-round basis and will comprise three distinct areas: a preschool class, a room for children aged 2-3, and a room for babies from 9 months to 2 years. This structure reflects our commitment to providing high-quality, age-appropriate care and education within a well-organised and nurturing environment.





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Deputy Nursery Manager

Key responsibilities

Leadership & management

- Support the Nursery Manager in the effective operation of the nursery (including the preschool year)
- Lead, support and motivate colleagues to deliver high-quality care and education.
- Contribute to a positive, inclusive and high-performing team culture.
- Act as Nursery Manager in their absence, ensuring continuity and maintaining standards.
- Support staff development through mentoring, supervision and training.

Safeguarding & compliance

- Always promote and uphold safeguarding and wellbeing of all children.
- Ensure all staff understand and follow safeguarding policies and procedures.
- Support the implementation of statutory requirements and act as a deputy designated safeguarding lead where appropriate.
- Maintain a safe, clean and secure environment for children, staff and visitors.

Childcare & curriculum

- Support the planning and delivery of engaging learning experiences in line with the EYFS framework.
- Help ensure that children's learning and development needs are met within a stimulating and enabling environment.
- Promote curiosity, independence and confidence through play-based learning.
- Support high-quality teaching and learning that enables all children to make progress and thrive.
- Monitor the quality of practice across the nursery to ensure consistency and high standards.



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Deputy Nursery Manager

Key responsibilities

SEND & Inclusion

- Lead the nursery's approach to SEND and inclusion, ensuring all children are supported to access a high-quality early years education.
- Support early identification of children who may have additional needs and work with colleagues to plan appropriate interventions and support.
- Build positive partnerships with parents, ensuring collaborative decision-making.
- Liaise with external professionals and agencies as required.
- Provide guidance and support to colleagues to promote inclusive practice.
- Maintain accurate SEND records and contribute to the development of policies and procedures that reflect best practice.

Health and Safety

- Maintain a safe, clean and secure environment at all times.
- Conduct and review risk assessments and daily checks ensuring issues are addressed promptly and appropriately.
- Ensure staff understand and adhere to health and safety policies and procedures.
- Respond appropriately to accidents, incidents and near misses, ensuring accurate record keeping and helping to identify opportunities for improvement.

Partnering with Parents

- Build strong and positive relationships with parents and carers.
- Share information about children's development, progress and wellbeing.
- Work collaboratively with colleagues across the nursery and wider school.
- Support parental engagement and contribute to a welcoming and inclusive community.
- Act as an ambassador for the nursery within the school and wider community.



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Person specification

Essential

- DfE approved, full and relevant Level 3 Early Years qualification.
- Strong knowledge of EYFS framework and statutory requirements.
- Leadership or senior practitioner experience in a nursery, school or early years setting.
- Ability to support children's learning, development and wellbeing.
- A nurturing, patient and supportive approach.
- Excellent communication skills with children, colleagues and parents.
- An understanding of inclusive practice and a commitment to ensuring all children can thrive and achieve their potential.
- Ability to work effectively with families and colleagues to support children with a range of needs and abilities.
- Enhance DBS check (or willingness to obtain one) and Paediatric First Aid qualification (or willingness to complete).

Desirable

- Level 5 qualification or Early Years degree, or Early Years SENCo qualification.
- Experience supporting Ofsted inspections and quality assurance processes.
- Designated Safeguarding Lead training (or willingness to complete is essential).
- Experience of mentoring and developing colleagues.
- Strong relationship building skills with families and the wider school community.
- Experience supporting children with SEND within an early years setting.
- Knowledge of the SEND Code of Practice and early identification processes.

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



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Terms and conditions and application process

TERMS AND CONDITIONS

This is a permanent, year-round position, working 40 hours per week. The operating hours for the nursery will be 7.30am to 6.00pm. The working pattern will be agreed with the successful candidate. The post holder will be entitled to 38 days annual leave including bank holidays and a Christmas shutdown.

The salary for this role will be competitive and will reflect the successful candidate's experience, qualifications and suitability for the role. The expected salary range is £37,000–£42,000 FTE.

In addition to a generous annual leave allowance, the school currently offers the following benefits:

- Contributory pension scheme with a salary sacrifice option
- Free membership of the school swimming pool
- Discount on school fees
- Refreshments provided whilst on duty and lunch during term time
- Free onsite parking
- Access to an employee assistance programme

APPLICATION

The closing date for applications is 9am, Friday 17 July.
Interviews will take place between 20 and 23 July.

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 by telephone on 01962 835798 or email: recruitment@stswithuns.com

Applications will be considered as they are received, and we reserve the right to close applications before the closing date.



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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.



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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.



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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.



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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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St Swithun's School
Alresford Road
Winchester
SO21 1HA

01962 835798
recruitment@stswithuns.com

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