



St Swithun's
Prep School
WINCHESTER

Nursery Administrator

Required from summer 2026
07.30-14.00 Monday to Friday





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 Administrator 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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Nursery Administrator

Role overview

The Nursery Administrator plays a central role in supporting the smooth and effective day-to-day running of our new nursery and pre-school provision. Responsible for delivering efficient and professional administrative support, the postholder will help ensure that systems, processes and communication with families run seamlessly and support the compliance requirements of the setting.

As we establish our new nursery provision, this role offers a valuable opportunity to contribute to setting up and embedding strong administrative practices from the outset. Working closely with the Nursery Manager, Registrar and school colleagues and parents, the successful candidate will bring a warm, welcoming approach alongside strong organisational skills, reflecting the high standards of St Swithun's.

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.

The Nursery Administrator will work 30 hours per week, Monday to Friday mornings, all year round, providing support and consistency for families and nursery colleagues.





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Nursery Administrator

Key responsibilities

Administrative Duties

- Oversee the day-to-day administrative functions of the nursery, ensuring systems and processes operate efficiently
- Maintain accurate records for children, including attendance
- Maintain and regularly update records relating to medical and allergy information
- Prepare and update documentation and reports as required
- Manage incoming emails, telephone calls and face-to-face enquiries in a professional and timely manner

Parent & Customer Relations

- Act as the first point of contact for parents, carers and visitors, providing a warm and welcoming experience
- Work closely with the Prep School Registrar to support enquiries from prospective families
- Provide clear and accurate information on nursery provision, availability and policies
- Build and maintain positive relationships with families, supporting open and effective communication

Compliance & Record Keeping

- Ensure all records are maintained in line with data protection requirements
- Maintain children's files, including personal details and permissions
- Support the nursery in meeting regulatory and inspection requirements (including Ofsted and DfE)



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Nursery Administrator

Key responsibilities

Staff Support

- Provide administrative support for recruitment processes as required
- Assist with staff rotas, identifying any gaps or pressures and communicating these appropriately
- Work collaboratively with colleagues across the nursery and wider school, supporting effective day-to-day operations

Finance and Operations

- Work with the finance team to maintain accurate records that support timely and accurate invoicing
- Support the Nursery Manager with budget tracking and procurement processes
- Build constructive relationships with operations, domestic and maintenance teams, helping to ensure the nursery environment is safe, well-maintained and presented to a high standard





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Person specification

Essential

- Proven administrative experience, ideally within an educational, childcare or similarly busy customer facing environment
- Strong organisational skills with the ability to prioritise tasks and manage competing demands effectively
- Excellent attention to detail, with a high level of accuracy in all aspects of work
- Confident and professional communication skills, both written and verbal
- High level of IT proficiency (Microsoft Office, databases and management systems)
- A warm, approachable manner with a commitment to providing excellent customer service
- A proactive and flexible approach with the ability to adapt in a developing environment
- Ability to work independently while also contributing positively to a wider team
- Discretion and professionalism when handling sensitive information

Desirable

- Previous experience working in a nursery, school or EYFS setting
- Understanding of early years provision and the needs of young children and their families
- Relevant qualifications (eg GCSEs or equivalent, or business administration)
- Experience of using management system (iSAMS, Famly or similar)
- Knowledge of safeguarding practice and / or previous safeguarding training (full training will be given)

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 30 hours per week, Monday to Friday from 07.30 to 14.00 (with a 30-minute unpaid break each day). The nursery will operate between 07.30 and 18.00; the morning hours for this role are designed to allow the postholder to be present at the start of the day, supporting a warm and efficient welcome for children and families at drop-off.

The salary for this role will be dependent on experience and is expected to be in the region of £26,853 to £28,610 FTE, calculated pro rata for part-time hours. The postholder will also receive 7.6 weeks paid annual leave (inclusive of public holidays), with a two-week closure over the Christmas period included within this entitlement.

In addition, the school currently offers the following benefits:

- Generous contributory pension scheme with a salary sacrifice option
- Free membership of the school swimming pool and free or subsidised access to a range of activities on site including yoga, Pilates and strength and conditioning
- Discount on school fees
- Refreshments provided whilst on duty
- Free onsite parking
- Access to an employee assistance programme

APPLICATION

The closing date for applications is 9am, Monday 29 June.

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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