

**CHAFYN
GODOLPHIN**



SALISBURY

**NURSERY
MANAGER**



ABOUT US

Welcome to Chafyn Godolphin

Chafyn Godolphin (newly merged from September 2026) offers a world-class education for a changing world. Our purpose is to make the world a better place by developing individuals who are confident, kind and curious, ready to lead with authenticity and shape the future positively.

For over 300 years, our heritage has combined achievement with innovation. Today, we look forward with ambition as one school. Since welcoming boys as well as girls in 2025, every classroom, conversation and experience has been enriched. From September 2026, we are proud to be Chafyn Godolphin: a leading all-through co-educational day school for children aged 6 months to 19, with boarding available from Year 4 through to Sixth Form, in the heart of Salisbury.

Our values define who we are and guide who we are becoming:

- **Belonging**
- **Courage**
- **Kindness**
- **Curiosity**

Our approach is rooted in excellent teaching, strong subject expertise and careful tracking of progress. We nurture curiosity, creativity and a strong sense of belonging, helping pupils develop confidence and independence. We also create meaningful opportunities for pupils to contribute beyond the classroom through leadership, service and engagement with the wider world.

Looking ahead, Chafyn Godolphin enters an exciting new chapter as a fully unified, all-through school. Bringing together our shared strengths creates a clear and ambitious journey for every child from age 6 months to 19, with continuity, confidence and opportunity at every stage. This evolution is not simply a change of name, but a step forward in how we think, teach and grow together strengthening our community, broadening opportunities and ensuring every pupil is well prepared for the world they will shape.

As part of United Learning, Chafyn Godolphin benefits from the strength of a national group of over 100 schools. This partnership enhances opportunities for pupils and staff while allowing us to retain our distinct character. Shared services and high-quality professional development enable our teachers to focus on delivering excellent education and continuous improvement.

As part of our exciting development, Chafyn Godolphin Nursery is expanding to become Chafynch Nursery, to welcome children from 6 months to 4 years, growing from its current 3+ provision. This forms a key part of the school's vision for a seamless early year's journey.

The Nursery will:

- Be open 50 weeks per year
- Offer full-time and term-time only places
- Provide a warm, enriching and well-resourced environment
- Reflect the high standards and ethos of an independent school
- Be a "gateway experience" for families joining the Chafyn Godolphin community

This is a rare and exciting opportunity for an inspirational Nursery Manager to shape, lead and grow a flagship provision within a newly formed and ambitious school. You will work with highly engaged families and a thriving wider school community.

The nursery is in a beautiful setting in the heart of Salisbury, and benefits from supportive leadership, a strong professional culture including access to United Learning's extensive training and career development pathways.

Job Description

Role	Nursery Manager
Reports to	Headmaster (Chafyn Godolphin Prep)
Department	Early Years
Relationship	
The post holder is accountable to the Headmaster (Chafyn Godolphin Prep School) in all matters relating to this post. All staff are ultimately responsible to the Head (Chafyn Godolphin). The post holder will work closely with team members and support the team when necessary.	

Duties & Responsibilities

The post holder will be responsible for leading nursery staff in delivering an exceptional provision at Chafynch Nursery.

Leadership & Quality

- Provide strong, visible leadership that drives a culture of reflection, continuous improvement, and professional growth.
- Maintain the highest standards of practice across all rooms, ensuring pedagogy, interactions, and routines meet or exceed national expectations.
- Lead on action planning, audits, and quality assurance processes, ensuring consistent progress.

Safeguarding & Welfare

- Champion a robust safeguarding culture, acting as or supporting the Designated Safeguarding Lead.
- Ensure safer recruitment processes are followed, and that staff remain confident and competent in recognising and responding to concerns.
- Monitor children's wellbeing and ensure inclusive, child-centered practice.

Regulatory & Compliance

- Ensure full compliance with the EYFS, Ofsted requirements, local authority expectations, and all relevant legislation.
- Lead on policies, procedures, and record keeping, ensuring that these are accurate, current, and understood by the team.
- Oversee health & safety, risk assessments, and emergency procedures.

Curriculum & Learning

- Oversee curriculum planning, ensuring it is ambitious, coherent, and responsive to the developmental

needs of the children.

- Monitor progress, assessment, and the effectiveness of teaching and learning across the setting.
- Champion high-quality interactions and a rich learning environment.

Operational Management

- Manage occupancy, staffing, rota and resourcing to ensure efficient and financially sustainable operations.
- Work within budgets, oversee invoices and purchasing, and contribute to forward planning.
- Ensure the nursery environment is safe, welcoming and well maintained.
- Ensure consistent application of policies, procedures and statutory requirements.
- Act as a key point of contact for parents, colleagues and external professionals

Relationships & Communication

- Build warm, professional relationships with families and serve as a trusted point of contact.
- Communicate clearly and confidently, representing the nursery with professionalism and warmth.
- Support smooth transition for children and families, both into and within the setting.

Staff Development

- Lead, support and motivate the team through effective supervision, coaching and performance management.
- Identify training needs and promote continuous professional development.
- Foster a positive, collaborative team environment where every member feels valued and accountable.

Person Specification

CRITERIA	Requirements		EVIDENCE
Qualifications	Level 3 Early Years Educator qualification (or equivalent recognised early years qualification)	Required	Original Certificates
	Up-to-date Safeguarding & Child Protection training	Required	
	Paediatric First Aid (or willingness to obtain on appointment)	Required	
	Enhanced DBS and right to work in the UK	Required	
	Evidence of ongoing professional development	Required	
	Level 5 or 6 Early Years / Education / Leadership qualification (e.g. Foundation Degree, Early Childhood studies, BA or equivalent)	Desired	Application Form References Original certificates
	Early Years Teacher Status (EYTS) or Qualified Teacher Status (QTS)	Desired	
	Designated Safeguarding Lead training.	Desired	
	SEND training or inclusion-related qualifications	Desired	
	Leadership or management training (e.g., Team Leading, Coaching & Mentoring)	Desired	
	Specialist training in behaviour, communication or early language development	Desired	
	Food Hygiene or Health & Safety certificates	Desired	
Skills and knowledge	Inspiring leader with the ability to motivate, guide and develop a team	Essential	Application Form General Interview
	Leadership and staff management experience	Desirable	
	Excellent written and verbal communication and interpersonal skills	Essential	
	Strong understanding of EYFS, safeguarding and early years legislation	Essential	
Personal Qualities or Skills	Warm, professional, and calm communicator with strong interpersonal skills.	Essential	Application Form General Interview
	Highly organised, proactive and able to prioritise effectively	Essential	
	Committed to inclusive practice and ensuring every child thrives	Essential	
	Reflective and committed to continuous improvement.	Essential	

HOW TO APPLY

Interviews

The closing date for applications is **Friday 19 June 2026 at midday**. This vacancy will close as soon as sufficient applications have been received. Technical and in-person interviews will take place on **23 and 24 June 2026**.

Safer Recruitment

Chafyn Godolphin is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An 'online search' will be conducted on short-listed candidates, and the successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) and Barred Lists check (Adult and/or Children's Workforce), plus registration with the DBS Update service will be required. Staff are prohibited from promoting extremist/radical religious or one-sided political views whilst working at and /or whilst participating in activities associated with their employment within Chafyn Godolphin.

Please note, we do NOT accept application by Curriculum Vitae.

For an informal discussion or to arrange a visit please contact a member of our HR Team on 01722 430536.

Recruitment Policy

Chafyn Godolphin is positive about disability and encourages applications from disabled people. All disabled applicants who satisfy the minimum criteria will be offered an interview if they state this prior to shortlisting.

If you consider that the provisions of the Equality Act 2010 apply to you, or if you require assistance at any stage of the process, please contact the HR Department, telephone 01722 430569 or email hr@godolphin.org

The School's Recruitment, Selection and Disclosure Policy and procedure is available for your information on the school website; www.chafyngrove.co.uk. Chafyn Godolphin actively supports equality, diversity and inclusion and encourages applications from all sections of society.

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