



FARLEIGH

## Deputy Nursery Manager

### Candidate Information Pack

*Full-time, 50 weeks (flexible approaches  
considered)*

*Starting - August 2026*



## Head's Welcome

**Welcome from Fr Simon Everson, Headmaster**

Thank you very much for your interest in the position of Deputy 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 Deputy 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](http://www.farleighschool.com)**



## Deputy Nursery Manager

Farleigh School is seeking an enthusiastic and proactive Deputy 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 Deputy Nursery Manager from August 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 Deputy Nursery Manager will support the daily running of our vibrant and nurturing early years setting. In this role, you will work closely with the Nursery Manager to lead the team, promote high-quality childcare, and ensure the nursery operates smoothly and in line with all regulatory and safeguarding requirements. You will act as a role model to staff, helping to inspire best practice, maintain positive relationships with families, and create an engaging, enriching environment where children can learn, grow, and thrive. This is an excellent opportunity for a passionate early years professional looking to take the next step in their career and make a meaningful impact within a supportive and forward-thinking nursery.



- We are seeking an individual to work full-time, ideally for up to 50 weeks per year. The core requirement is Monday to Friday, based on a 4-day rota, working 40 hours per week between 7:30am and 6:00pm.
- However, for the right applicant with the necessary skills and experience, we are flexible regarding the number of weeks worked and will also consider alternative working patterns — including the possibility of distributing hours across 5 days. Applicants are encouraged to outline their preferred working hours and pattern within their application.

### **The ideal candidate will have:**

#### **Essential Qualifications and Experience:**

- A relevant NVQ level 3 qualification or above
- Grade 4 or 5 English and Maths GCSE's or equivalent level 2 functional skills.
- A minimum of 2 years post qualification experience with involvement in a previous supervisory position.
- Level 3 diploma in management (Desirable)

#### **Knowledge and Skills:**

- Strong communication and interpersonal skills with the ability to work in a team
- Be committed to providing the best possible outcomes for every child
- Confident in building relationships with parents, children, colleagues and external agencies.
- Up to date knowledge of safeguarding
- Demonstrate a strong knowledge and understanding of the EYFS
- 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: Deputy Nursery Manager

**Responsible to:** Nursery Manager

### **Main Responsibilities:**

- Deputise for the manager as the person in charge as needed
- Support the team with delivering high quality teaching and learning
- Oversee the implementation of the Farleigh curriculum and Ethos and ensure a full team understanding
- Supporting to maintain compliance within relevant legislations
- Assist in team development and performance reviews
- Maintain the school's Equality, Diversity and Inclusion policy across all Nursery operations
- Mentoring and training new team members
- Liaise with the Estates Bursar and Maintenance team to maintain a safe working environment
- Prepare for, and support inspections by regulatory bodies, implementing any recommendations within the nursery
- Deliver rich, age-appropriate learning experiences aligned with the Early Years Foundation Stage (EYFS)
- Ensure accurate reporting on occupancy, quality, and standards.
- 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.
- Any other duties which may be assigned commensurate with the post and in keeping with the nature of the Prep school environment





# 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
- Membership of the school's pension, life assurance and income protection schemes
- Access to Employee Assistance programme with retail discounts
- Free school meals during working hours
- Discounted Nursery fees by agreement
- Free car parking
- Supportive colleagues and an outstanding working environment
- A beautiful setting in which to work
- Opportunities to be involved in the wider school community
- Training and development opportunities

To apply for the role of Deputy Nursery Manager, please complete the support staff application form and return to Deborah Jones, the HR Manager at [hr@farleighschool.com](mailto: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.