



FARLEIGH

## Nursery Room Leader

### 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 Nursery Room Leader 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 Room Leader.

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)**



## Nursery Room Leader

Farleigh School is seeking an enthusiastic and proactive Nursery Room Leader 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 Room Leader from August 2026 to lead and manage the nursery room team in delivering a safe, nurturing, and engaging environment that promotes children's learning and development in line with the EYFS, whilst ensuring high standards of practice and positive partnerships with families.

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 Room Leader will play a key role in the daily running of our warm, engaging, and child-centred early years environment. Working closely with the Nursery Manager and Deputy Nursery Manager, you will lead and support the room team, champion high-quality childcare, and ensure that all practice aligns with regulatory standards and safeguarding expectations. You will act as a positive role model, inspiring best practice, building strong and trusting relationships with families, and creating a nurturing, stimulating space where children feel safe, confident, and excited to learn. This role is an excellent opportunity for a dedicated early years professional who is passionate about making a real difference and ready to take the next step within a supportive, forward-thinking nursery setting.



- 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.
- Level 3 diploma in management (Desirable)
- Valid Paediatric First Aid certification (Desirable)

#### Knowledge and Skills:

- Strong communication, organisational 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 and colleagues
- 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: Nursery Room Leader

**Responsible to:** Nursery Manager

### **Main Responsibilities:**

- Lead a team of colleagues to deliver the best possible outcomes for children
- Managing the daily routine of the room, including safety, cleanliness, and complying to health and safety policies.
- Implement and maintain the key worker system
- Ensure all mandatory assessments and observations are delivered
- Manage the implementation of the Farleigh curriculum and Ethos and ensure a full team understanding within your room.
- Assist in team development and performance reviews.
- Uphold the school's Equality, Diversity and Inclusion policies.
- Mentor and supervise team members
- Prepare for and support inspections by regulatory bodies, implementing any recommendations for your room
- Deliver rich, age-appropriate learning experiences aligned with the Early Years Foundation Stage (EYFS).
- 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 Nursery Room Leader, 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.