



Sunninghill
PREP SCHOOL DORCHESTER

Head of Nursery

Sunninghill Preparatory School

Salary: Up to £45,000 per annum depending on experience

Contract type: Permanent, full time, 52 weeks a year

Hours of work: 40 hours per week

Start date: April 2024

We are currently looking to appoint a passionate and well qualified Nursery Manager at Sunninghill Prep School. This is an exciting opportunity to work in our Nursery as we experience a period of growth.

We are looking for a Nursery Manager who can lead and be influential in the progress and expansion of the nursery provision at Sunninghill. Linking closely with the school you will play a key role in the development of our pupils ensuring a happy and successful start to their education journey. Prior nursery manager experience is essential for this role. You will be heavily involved in the day to day running of the nursery as well as financial operations, recruitment, training and development of staff.

Sunninghill Prep School is a thriving 3-13 co-ed Prep school nestled in the heart of rural Dorset's county town of Dorchester. A single form entry school with a stable 130 pupils on roll. Facilities are excellent and the magnificent Jurassic Coast is but a short mini-bus drive away. The school's mission is to provide an outstanding, individualised and holistic education in a stimulating learning environment that prepares all pupils for a happy, healthy and fulfilling life. The aim is to inspire each and every individual to have the confidence and desire to achieve their full potential within a nurturing, supportive community that empowers pupils to be themselves and do their very best.

We are looking for a Nursery Manager who can;

- Demonstrate excellent practice in delivering the early years curriculum.
- Promote the values of the nursery to all staff, parents and children.
- Develop and maintain excellent working relationships with all staff.
- Maintain accurate records including occupancy to ensure growth and development.
- Train and develop all staff to fulfil their potential.

As our new Nursery Manager, you should be passionate about all areas of children's learning.

Applicants should demonstrate the following qualifications & experiences:

- Full and relevant Level 5 Childcare qualification (NVQ5, EYTS, QTS, B.ed or above)
- Have vast experience within a childcare setting
- Great passion for child development and a good working knowledge of the EYFS 0-5 years
- Experience of working in a management role, mentoring and leading staff
- Excellent knowledge of the EYFS and Ofsted statutory guidance
- Knowledge of child protection and safeguarding
- Knowledge and proven practical experience of implementing good quality learning opportunities
- Ability to deliver a high standard of childcare

- Excellent communication and interpersonal skills to work productively with pupils, colleagues, parents and outside agencies
- Excellent planning, organising and time management skills
- A fantastic understanding for how a Nursery works.
- Excellent communication skills and able to work effectively in a team

As the Nursery Manager at Sunninghill Prep school you will play a vitally important role in the progression and expansion of the Early Years provision. You will be involved and supported by the Inspired Learning Group of schools and nurseries. With collaborative working across the schools you will be able to meet and share best practice.

You will join the outstanding team of staff at Sunninghill and play a key role in delivering a high-quality childcare service to our young children.

As well as joining an outstanding team of colleagues at Sunninghill as part of the Inspired Learning Group you will also benefit from;

- Competitive Salary
- Annual salary review
- Professional development and training opportunities with the prospect of career and salary progression as our business grows
- Childcare fee discount
- Annual leave inclusive of Bank Holidays, increasing with service
- Pension scheme
- Refer a friend scheme up to £750
- Health cash plan covering 10 healthcare benefits and services such as optical, dental, dental accident, chiropody, therapy treatments and health club concession. Access to Doctor line from anywhere in the world.
- Employee Assistance Programme

If you are a current Nursery Manager looking for a new role or an experienced deputy looking to progress and take on a new and exciting opportunity, this could be the role for you.

Please email bursar@sunninghill.dorset.sch.uk for a job description and an application package. These are also available on our website.

CLOSING DATE 14th MARCH 2024

We reserve the right to close this vacancy earlier than the date advertised.

Interviews will take place on a rolling basis, as applications are received.

Sunninghill Preparatory school is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Sunninghill Prep School will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. As care must be taken to avoid unconscious bias and any risk of discrimination a person who will not be on the appointment panel will conduct the search and will only share information if and when findings are relevant and of concern.