



# Lingfield

COLLEGE

Nursery | Prep | Senior | Sixth Form

Lingfield College Recruitment Pack

Deputy Nursery Manager

[www.lingfieldcollege.co.uk](http://www.lingfieldcollege.co.uk)



# Welcome

*Thank you for your interest in working at Lingfield College Nursery & Prep.*

*As the Head of Prep, I am delighted to introduce you to our fabulous school, made special by the wonderful children, supportive parents and hard-working staff.*

*I am incredibly proud of the work that we do here daily. We have a huge responsibility to ensure our children get a rich and diverse education. Our school is one where children are nurtured in a family atmosphere, where they are given every opportunity to flourish, learn, create and grow as individuals.*

*We are a very happy school. The relationship between staff and students is exceptional; although very busy, it is a pleasure to work and study in such a friendly environment. Expectations of teachers and pupils are high, but this serves both to stimulate achievement and provide reward.*

*I hope you find everything you are looking for on our website to help you decide if Lingfield College is the environment you would like to work in. If you have any questions, our HR department will be happy to answer them for you.*

**We look forward to welcoming you.**

*Jacky Shackel*

Mrs Jacky Shackel, Head of Lingfield Prep



# Our School

Lingfield College is a vibrant and successful all-through independent co-educational school for over 940 pupils aged 6 months–18 years. The school has a strong academic ethos. Results in recent years have been outstanding, and the curriculum is broad, relevant and innovative. There is a wealth of extra-curricular activities available, and the students are encouraged to make full use of them to develop their own individual strengths and personalities. We work alongside the pupils and their families as a connected and diverse community dedicated to a mutual goal of creating a happy learning environment for our pupils.

## Our Aims

- To be a safe and trusted foundation for our pupils to achieve their individual academic, social and creative potential.
- To cultivate the skills, knowledge, self-awareness and academic credentials our pupils will need to confidently meet the challenges of our rapidly changing world.
- To instil and nurture a strong sense of social responsibility, moral justice and environmental awareness so our pupils can positively contribute to a sustainable and just society.
- To guide each child in the discovery, delight and development of their unique gifts, talents and character.
- To create and sustain an inclusive and contemporary school culture, where diversity, difference and individuality are recognised and celebrated.
- To prioritise physical and emotional wellbeing across every facet of our school community.

## Lingfield, Surrey

Lingfield College is set within a beautiful 40-acre campus located on the outskirts of Lingfield Village in Surrey and close to the borders of Sussex and Kent. It is a delightful place to live in, with the countryside on your doorstep but with vibrant towns and the coast all within reach.

It is also a convenient distance from both London and Brighton with easy transport links. The standard of living in the area is deemed attractive and sought after. Students and staff travel to the school from a wide area, from both rural and urban settings.







*Throughout Nursery & Reception, children make **EXCELLENT** progress in writing and are able to read sentences by the ages of 3 and 4*

ISI Inspection 2017



## Our Educational Vision

A Lingfield education goes beyond the academic and that is something we pride ourselves on. Our innovative academic curriculum is underpinned by the development of skills, attributes and mind-sets that will help students find success in an increasingly unpredictable future, and support them in becoming effective learners. This approach is complemented and reinforced by our wide-ranging co-curricular and pastoral programmes, and aims to prepare students to flourish in a rapidly changing world. The skills, attributes and mind-sets have been carefully chosen and given formal Lingfield College definitions so that all staff, students and parents can share in the collective vision.



# What is it like to work here



## Staff Benefits

- Pension contribution
- Induction, support & personal development
- Fee remission
- Complimentary lunches & refreshments.
- Free car parking facilities
- Mediacash scheme
- Cycle to work scheme
- Staff rewards scheme with discounts on hospitality & retail
- Access to a 24/7 Employee assistance programme that offers lifestyle advice & wellbeing services
- Free access to our extensive sports facilities, including our gym
- A range of wellbeing activities including fitness classes, massage and beauty treatments
- Friendly staff common room and active programme of social activities
- Access to borrow books from our library



*I joined Lingfield College Prep in January 2021 as a Year 1 Teacher. Due to a second lockdown, my first few weeks teaching were online. I was very well-supported by colleagues and couldn't wait to meet my class in person. Since returning to class, I have really enjoyed teaching in this dynamic, fun school where the children thrive.*



Staff member, 2021

# Job Description

The Role :	Deputy Nursery Manager
Reporting to :	Head of Nursery
Start Date :	As soon as possible

## Purpose

The purpose of this role is to assist the Head of Nursery to deliver a high standard of learning, development and care for children in the Nursery setting. The Deputy Nursery Manager will with guidance, adhere to the Policies and Procedures of Lingfield College and compliance with the Children Act, Health and Safety Legislation and within the guidelines of Ofsted and the Independent Schools Inspectorate and National Standards.

## Responsibilities

### Main Duties

- Support the Head of Nursery to ensure the effective daily management of the Nursery, to have a sound knowledge of all Policies, Procedures, Statutory Welfare Requirements and ISI and Ofsted criteria and expectations and ensure that these are maintained at all times.
- Deputise for the Head of Nursery and act as a lead in Nursery rooms where needed.
- Supervise and appraise nursery staff as directed.
- Ensure that the Nursery is a safe environment for children, staff and others.
- Develop partnerships with parents/carers to increase involvement in their child's development.
- Take responsibility for any tasks delegated by the Head of Nursery.
- Take responsibility as Designated Safeguarding Lead within the setting, dealing with and support any issues as they arise.
- Take responsibility as the EYFS Special Educational Needs Co-ordinator, ensuring children with SEN, EAL, G&T and S&L needs are consistently supported.
- Consistently promote quality, train, mentor and support staff's development.

### Childcare and Education

- Support the Head of Nursery in resolving any issues effectively.
- Support the embedding of policies, procedures and guidance with the teams, ensuring that consistency and high-level care is maintained at all times.
- Promote high standards of quality ensuring the environments, resources and experiences the children are offered meet the standards required and set by the School.
- Ensure that staff are supported to consistently provide rich and stimulating experiences for all children appropriate to their age and stage of development.
- Ensure that practice and provision in the Nursery is regularly monitored so it consistently meets the requirements of the Early Years Foundation Stage, ISI and Ofsted standards.

- Support the development of good practice with regards to special needs and inclusion, supporting key people to provide and create resources that will aid in the development of children with SEN, EAL and S&L needs.
- Contribute to an anti-discriminatory and inclusive environment and support the team to facilitate all-round development of all children, enabling them to reach their full potential.

## **Assessment and Planning**

- Oversee all Planning, Summative Reports, Next Steps, Children's Learning Journeys and Observations ensuring that all planning is completed on time and reflects theme, individual interest and development.
- Discuss children's learning and planning with the staff, having regular team leader meetings to discuss children's progress and next steps.
- Ensure that all children's statutory reporting is complete.
- Discuss and help plan children's learning in collaboration with the Nursery's Room Leaders, leading intent, implementation and impact in practice.
- Work with children on one-to-one basis on Individual Education Plan (IEP) and/or those with Special Educational Needs, ensuring regular observations are made and documented to inform IEP reviews.
- Help complete children's statutory reporting such as 2-year checks, summative reports and baseline reports.
- Review key people observations and encourage team development providing training if there are gaps in knowledge.
- Identify gaps and make recommendations for additional resource and activity supporting teams as needed.
- Work collaboratively with the team to ensure all children have opportunities and experiences that promote learning, recognising staff contribution.
- Use and teach the functions of FAMLY to support the identification of children's progress and next steps, developing key people's knowledge of the Early Years Foundation Stage and Development Matters as appropriate.
- Assist in the implementation of the Little Wandle phonics programme assisting the team in its consistent delivery.
- Ensure that you support the teams so all staff are aware of the Keyperson responsibilities as per the EYFS standards taking the responsibility to consistently embed them, supporting all teams so all keyperson responsibilities are monitored, providing coaching and mentoring as needed.
- Liaise with the Head of Early Years (Academic) and the Head of Nursery about keyperson responsibilities and the curriculum making recommendations for improvement in processes.

## **Teamwork and Development**

- Assist the Head of Nursery and be prepared to work on specific days i.e. Inset training sessions/days, nativity, Christmas party, induction, new events that are arranged during the year e.g. baby shows and sports day taking a lead role in the successful implementation of all activities and events associated.



- Be proactive to ensure the consistent development of the Room Leaders supporting their wellbeing through regular one to ones and development opportunities, cascading information to the Head of Nursery as needed and being comprehensive when supporting development.
- Liaise with and run regular meetings with the room teams and monitor performance and identify training needs where appropriate, providing recommendations to support individual team members as part of their ongoing CPD.
- Develop staff's knowledge and skills identifying areas of development and making recommendations for further training.
- Recognise staff needs and support where appropriate.
- Ensure all staff adhere to all policies and procedures flagging any concern to Management as required.
- Support all teams with the care of children seeing this as your priority.
- Create and maintain a culture of self-evaluation and reflective practise throughout the Nursery.
- Assist the Head of Nursery in the recruitment and induction procedure of all new staff.
- Support, supervise, train and praise all staff to ensure delivery of high-quality childcare practice.
- Develop open and positive working relationships with staff.
- Support other Room Leaders, deputising for them in periods of absence, taking accountability and responsibility for team actions and contributions.
- Manage incidents/accidents/safeguarding events as a Leader.
- Manage staff deployment ensuring children are supported and learning opportunities and activities engage children.
- Develop team members encouraging participation and communication when engaging children.

## **Pastoral Care**

- Undertake general pastoral care, e.g. making sure children are well, taking temperature, contacting parents of unwell child, etc.
- Attend to children ensuring you implement First Aid procedures as a qualified First Aider and/or support appropriate personnel to care for children in the event of an accident or incident, taking the responsibility to record accidents/incidents in FAMILY and inform key staff and parents.
- Attend to children ensuring you implement First Aid procedures as a qualified First Aider and/or support appropriate personnel to care for children in the event of an allergic reaction taking the responsibility to follow Health Care Plans caring for the child and fulfilling all reporting requirements thereafter.
- Update and ensure information is shared appropriately regarding children's allergies, food preferences and health needs.
- Monitor and inform staff of children's allergies and assist in the implementation of allergy procedures safeguarding children from harm.
- Adhere to the Promoting Behaviour Policy and model interactions that ensure consistency in approach.
- Contribute to an anti-discriminatory and inclusive environment and support the team to facilitate all-round development of all children, enabling them to reach their full potential.
- Report concerns about a child or a member of staff to the Head of Nursery.
- Maintain and model respectful and genuine interactions with children using warm and responsive communication strategies, which are appropriate to children's needs.
- Be responsible for providing an enabling environment whereupon children safe, secure and nurtured.
- Liaise with parents ensuring children's early start in nursery is supportive of children's needs aiding a smooth and happy settling in process.
- Take necessary steps to safeguard children during mealtimes and be responsible to lead and support staff where needed.



## **Safeguarding**

- Uphold standards within the setting by adhering to all policies and procedures and to keep up to date with being aware of all school policies (in particular Health and Safety Policy, Safeguarding and Child Protection Policy, Use of Photographs (Prep School) Policy and Intimate Care and Nappy Changing Policy, Whistleblowing Policy).
- Respect children's, families and staff confidentiality, reporting any breaches of GDPR and confidentiality to the Head of Nursery.
- Report concerns about a child or a member of staff to the Head of Nursery.
- Fulfil Designated Safeguarding Lead responsibilities, assisting with any safeguarding concern, reporting as necessary in the Head of Nursery's absence.
- Support the Head of Nursery and liaise with external agency and Local Authority professionals fulfilling recommendations set thereof in the Head of Nursery's absence.
- Assist in the reporting of safeguarding incidences ensuring all documentation is accurate and complete.
- Staff must be aware that during employment, confidential information concerning children, parents and other staff at School and Nursery and their business may be shared. Staff must not disclose or allow the disclosure of any confidential information, unless this compromises a child's safety and welfare, in which case they must disclose sensitive and confidential information to appropriate agencies or to internal designated safeguarding leads.
- Adhere to and ensure all staff adhere to the Mobile Phone Policy and refrain from the use of personal devices and personal devices with imaging and sharing capabilities within the Foundation Stage.
- Respond to, instruct and react to requests regarding ratio and supervision of children ensuring that you closely supervise children during play at all times, both indoor and outdoor, making decisions and suggestions to further support supervision.
- Embed the Safeguarding and Child Protection Policy and develop the team's knowledge of all requirements.
- Ensure necessary reporting is completed after any significant event in the absence of the Head of Nursery.

## **Special Educational Needs Co-ordinator Responsibilities**

- Promote an ethos of inclusive practice within the setting.
- Support the Head of Nursery to ensure the Foundation Stage provides inclusive Early Years provision.
- Ensure early identification and intervention is implemented across the Foundation Stage.
- Ensure all practitioners in the setting understand their responsibilities to children with SEN and the setting's approach to identifying and meeting SEN.
- Talk to, advise and support practitioners who are concerned about a child.
- Ensure that relevant background information about individual children is collected, recorded and up-dated, and that all written records are completed.
- Support staff to do additional observation and assessment of children's learning and development and ensure differentiated planning to meet that child's needs. Support key person to identify smart targets and implement interventions.
- Complete Individual Education Plans (IEP's) in partnership with parents and review on a termly basis.
- Support individual practitioners in implementing the targeted support for individual children.
- Meet the requirements for record-keeping in a way that supports a participative decision-making process.
- Draw on a range of sources, including the views of the child, keyperson and parent, supported by reliable evidence of effectiveness, to inform their advice and support to colleagues on different approaches to improving children's progress.

- Complete all additional paperwork and referral forms working collaboratively with the child's primary and buddy key person.
- Liaise with other professionals, including those from outside agencies.
- Arrange reviews meetings with parents and other professionals, ensuring parents are closely involved throughout and that their insights inform action taken by the setting.
- Work closely with the Head of Nursery to ensure environment is tailored to the children's individual needs.
- Follow all confidentiality and data protection protocols.
- Attend professional development opportunities including external training to support areas for development identified during annual PDR.
- Share elements of training relating to SEND with practitioners during team meetings.
- Be responsible for the day-to-day operation of the setting's SEN policy, and for coordinating provision across the setting.
- Implement SEN support and the graduated approach of: assess, plan, do, review to meet the outcomes identified for the child.
- Liaise with the School's SENCo to further develop understanding of the School's SEN requirements and the support required for the individual's SEND needs throughout the School.
- Refer to and implement appropriate Local Authority procedures when supporting SEND applications.
- Refer and adhere to the key documentation, these being, the Special Educational Needs and Disability Code of Practice, The Role of the Early Years Special Educational Needs Coordinator (July 2022), the Early Years Statutory Framework (2021) and the Lingfield College's SEND Policy.
- Identify and assess own skills and competencies, identifying further professional development needs.
- Be willing to train or hold a Level 3 recognised SENCo qualification.

## Operational

- Assist the Head of Nursery with the effective day-to-day management of the Nursery.
- Assist the Head of Nursery with all day-to-day documentation within the Nursery.
- Support staff to fulfil all policy and procedures embedding these so a consistent approach is adopted across all Nursery rooms.
- Support the Head of Nursery and staff during inspections by regulatory bodies and assist in the implementation of any recommendations.
- Be confident to proficiently manage an inspection in the absence of the Head of Nursery, being responsible to equip yourself with the knowledge and skills to fulfil all Ofsted and/or ISI inspection criteria
- Ensure the smooth running of the Nursery, monitoring operational procedures and recommending actions based on observation, this especially related to the management of routines, staff deployment and ratio, health and safety and the management of risk.
- Assist in the development of operational responsibility, creating checklists and schedules if required.
- Be efficient and organised in the administration of Nursery matters.
- Establish, develop and maintain highly professional working relationships with relevant Local Authority Departments, regulatory bodies and other agencies.
- To be a keyholder and responsible for managing opening and closing routines, securing the premises upon leaving.
- To embed consistency of practice across all Nursery rooms ensuring that all staff and Room Leaders implement consistency when considering children's routines, transitions and care.

## Health and Safety

- Ensure all Risk Assessments and Checklists are carried out to minimise risk, delegating to staff as required.
- Acknowledge your care responsibility and duties of all children, always keeping them safe from harm.
- Fulfil and implement routine obligations to ensure children's safety and wellbeing, such as washing hands, supervising children appropriately and being within hearing and sight of children at all times, supporting staff where needed.
- Assist and manage in the maintenance of ratio, ensuring that the School remains compliant at all times.
- Supervise staff accordingly to ensure appropriate staff deployment is fostered for consistent supervision of children, both indoors and outdoors.
- Follow the schools Health and Safety Policy, Medication Policy and First Aid Policy.
- Ensure children's safety, wellbeing and health is paramount to the care Lingfield College Nursery provide for children.
- Liaise with appropriate school staff to flag and raise potential risk and assist in its resolution.

## General

- Attend meetings, as required including a staff meeting once a week at 8.15am.
- Support the preparation and review of Foundation Stage policies.
- Be aware of the high profile of the setting and to uphold its standards at all times.
- Assist the Head of Nursery with maintaining standards expected of staff in the nursery setting.
- Keep up to date with EYFS requirements and be proactive in the implementation of new initiatives.
- Demonstrate a commitment to Lingfield College.
- Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required.
- Fulfil all duties required as per any additional role, this including when leading in a Nursery Room during all sessions including the Extended Session. Refer to appropriate Job Descriptions to ascertain responsibilities ensuring the duties and responsibilities are upheld.
- Take the responsibility to secure all electronic devices, including iPads.
- Ensure the ethos and values of Lingfield College are consistently upheld and that the implementation and legal requirements of the Early Years Foundation Stage is fulfilled at all times.
- Assist the Head of Nursery in ensuring that all complaints and concerns are actively resolved in a timely manner.

The job description sets out the duties of the post at the time it was drawn up. The post holder may be required to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level or responsibility entailed.



# Person Specification

## **The ideal candidate will:**

- Have a childcare qualification, holding a full and relevant L3 Early Years qualification or higher.
- GCSE A-C/4 – 9 or equivalent in English & Maths.
- Have Room Leader, Deputy Manager or Senior in Charge experience.
- Have experience working with all age groups from 6 months to 5 years.
- A sound understanding of early childhood development and learning.
- Have two years of under 2's experience and knowledge and appropriate training thereof.
- Excellent working knowledge of the EYFS curriculum.
- An in-depth understanding of Child Protection and Safeguarding procedures.
- Have a Designated Safeguarding Lead qualification and experience.
- Have previous experience in a similar Early Years environment.
- Have previous experience working in an Outstanding or Good setting.
- Have previous experience in leading an inspection.
- Have previous experience working with the Independent School's Inspectorate and Ofsted.
- Have special needs experience or willing to take part in training if required.
- Have good time keeping and punctuality.
- Have a positive attitude to change and to the importance of creating a good team atmosphere.
- Be committed to the provision of high-quality childcare.
- Be able to work on own initiative.
- Be positive, enthusiastic, motivated and provide a fun and stimulating environment for the children to develop in.

## **Personal Qualities**

- Excellent organisational and record keeping skills.
- Excellent communication skills, with children, colleagues, advisors and parents/carers.
- Patience, reliability and trustworthiness.
- Positive approach to inclusive practice, with children and colleagues.
- Flexibility – occasionally working hours might be amended.
- Able to work as part of and lead a team.
- A positive approach to learning and gaining new skills through teamwork and training opportunities.
- Flexibility to cover additional shifts in the absence of the Head of Nursery especially during holiday periods.

## Terms and Conditions

Hours of Work: Full time on an all year contract. The working times are Monday 9.30am - 6.00pm, Tuesday 9.30am - 6.00pm, Wednesday 8.30am - 3.30pm, Thursday 9.30am - 5.00pm and Friday 7.30am - 6.00pm.

Annual Leave: 5 weeks per year

Salary: This role attracts a competitive salary dependent on experience

Pension: Nest Pension Scheme

## The Process

To apply for this position please complete an application form to and return it to the Head of HR, Lingfield College, St Piers Lane, Lingfield, Surrey, RH7 6PN or email [hr@lingfieldcollege.co.uk](mailto:hr@lingfieldcollege.co.uk)



[hr@lingfieldcollege.co.uk](mailto:hr@lingfieldcollege.co.uk)

By email



Head of HR,  
Lingfield College, St Piers Lane,  
Lingfield, Surrey. RH7 6PN

By post

## Closing date

Applications should arrive no later than 9.00 am on Thursday 1<sup>st</sup> May 2025. Interviews will take place on Thursday 8<sup>th</sup> May 2025.

We will consider applications as they are received and therefore reserve the right to close the vacancy earlier than the date stated should we successfully appoint to this role.

*Lingfield College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.*

*At Lingfield College we are committed to equality, diversity and inclusion and welcome applications from all suitably qualified candidates. We are committed to providing a mutually supportive working environment where every individual is treated fairly, respected and valued.*