



# Lingfield COLLEGE

Lingfield College is a vibrant and successful 0–18 school, known for its warm community, excellent pastoral care and inspiring academic outcomes.

## Recruitment Pack

### Deputy Nursery Manager

Start Date: June 2026

Closing Date: 9.00am on Friday 8<sup>th</sup> May 2026

*Inspiring Exciting Futures*



## Life at Lingfield

Lingfield College is a thriving independent day school for pupils aged 0–18, set on a green and spacious campus in the heart of Surrey.

As an all-through school, we offer a warm and welcoming environment where pupils grow with confidence from Nursery to Sixth Form.

We are proud of our grounded and friendly atmosphere - something visitors notice immediately. With around 900 pupils and 250 staff, our community is large enough to offer breadth and opportunity, yet small enough that every individual is known and valued.

At Lingfield, we believe education should develop the whole child. We encourage curiosity, confidence, kindness and ambition, supporting pupils to achieve their best academically while also nurturing their creativity, character and wellbeing.

All staff, both teaching and support, form part of a qualified and experienced team, united in a common goal: to inspire exciting futures for every Lingfield pupil.



Further information is available on the School's website  
[www.lingfieldcollege.co.uk](http://www.lingfieldcollege.co.uk)

See also the Muddy Stiletto's Schools Review  
[Click here for our review](#)

## Hello & Welcome

Welcome to Lingfield College, and thank you for your interest in joining our community. Lingfield is a vibrant, welcoming and forward-looking school where every colleague plays a meaningful role in our continued success and in the lives of our pupils.

Ours is a culture built on respect, collaboration and kindness. Staff work closely with one another, and with our pupils, to create an environment that is both ambitious and supportive. We equip our colleagues with the tools, training, and professional development needed to flourish in their roles, and we continue to invest in our facilities and digital strategy to enhance the experience for both staff and pupils.

Working at Lingfield is rewarding, purposeful and rooted in genuine community. Our 40-acre campus is set in the Surrey countryside, yet benefits from excellent transport links, with Lingfield station only a short walk away.

**Jacky Shackel**  
 Head of Prep School



# Deputy Nursery Manager

## Department:

Nursery

## Location:

Prep School

## Contract:

Full time on an all year contract, working a shift pattern to include 7.30 am start and 6.00 pm finish Monday to Friday.

## Closing Date:

9am on Friday 8<sup>th</sup> May 2026

## Salary:

Competitive starting salary

## Why work in our Nursery?

- Well-resourced and modern nursery setting
- Access to training and professional development opportunities
- Friendly and supportive work environment
- Involvement in staff events and wellbeing activities
- Paid breaks and free lunch provided
- On-site parking
- Access to gym facilities
- £1,000 Golden Hello for qualified practitioners
- 25 days holiday plus bank holidays
- NEST pension scheme

## Role Overview

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.

## The Department

At Lingfield Nursery, we offer our youngest children the opportunity to grow and develop through play and guided activities. We believe that natural curiosity should be ignited and nurtured to help our children grow up to be happy, confident and engaged with the world around them. Our modern facilities and countryside location enhance our engaging Early Years curriculum. We offer a range of subjects and activities in bright homely classrooms with a strong emphasis on outdoor learning in our dedicated play spaces, orchards, fields and Forest School.



*Working at Lingfield has been an amazing experience for me to not only develop myself professionally but also build strong connections with colleagues across support departments and teaching*



**Ellie,**  
Marketing Assistant

# Role Description

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Here is an overview of the responsibilities and how they will be involved in the day to day running of the School

## Main Duties

- Support the Head of Nursery in effective daily management and maintaining all policies, procedures and regulatory standards.
- Deputise for the Head of Nursery and lead nursery rooms when required.
- Supervise, appraise and support nursery staff.
- Ensure a consistently safe environment for children, staff and visitors.
- Build strong partnerships with parents to support children's development.
- Act as Designated Safeguarding Lead, managing concerns as they arise.
- Act as EYFS SENCo, ensuring children with SEN, EAL, G&T and S&L needs are well supported.

## Childcare and Education

- Promote high standards in environments, resources and children's learning experiences.
- Support staff to deliver stimulating, age-appropriate activities for all children.
- Monitor practice to ensure ongoing compliance with EYFS, ISI and Ofsted requirements.
- Strengthen inclusive practice for children with SEN, EAL and speech & language needs.
- Contribute to an inclusive, anti-discriminatory environment that supports every child's development.

## Assessment and Planning

- Oversee planning, observations, learning journeys and reports, ensuring timely, high-quality completion.
- Hold regular discussions with staff and Room Leaders to review children's progress and next steps.
- Ensure all statutory reporting is completed accurately.
- Support planning and curriculum delivery, leading on intent, implementation and impact.
- Work 1:1 with children on IEPs and SEN needs, ensuring observations inform reviews.
- Review staff observations, identify gaps and provide training where needed.
- Identify resource needs and recommend improvements to support learning.
- Use and train staff in FAMLY to track progress and next steps.
- Support consistent delivery of the Little Wandle phonics programme.
- Embed and monitor Key Person responsibilities, providing coaching and mentoring to staff.



## Teamwork & Development

- Support the Head of Nursery during key events and training days, taking a lead role where required.
- Promote the development and wellbeing of Room Leaders through regular one-to-ones and clear communication.
- Hold regular team meetings, monitor performance and identify training needs to support ongoing CPD.
- Ensure all staff follow policies and procedures, escalating concerns when necessary.
- Assist with staff recruitment and induction.
- Support, supervise and train staff to maintain high-quality childcare practice.
- Build positive, professional relationships with all staff.
- Manage incidents, accidents and safeguarding matters as a senior leader.
- Oversee staff deployment to ensure effective supervision and engaging learning opportunities.
- Encourage team participation, communication and positive interaction with children.

## Pastoral Care

- Provide general pastoral care, ensuring children are well and communicating with parents when needed.
- Administer First Aid and record accidents/incidents in FAMILY, informing relevant staff and parents.
- Follow Health Care Plans and support children appropriately during allergic reactions, completing all required reporting.
- Monitor and support staff in following allergy procedures to safeguard children.

## Safeguarding

- Adhere to all school and nursery policies, keeping up to date with safeguarding, health and safety and confidentiality requirements.
- Maintain responsibility for children's safety, keeping them protected from harm at all times.
- Maintain strict confidentiality and report any GDPR or confidentiality breaches to the Head of Nursery.
- Report any concerns about a child or staff member immediately to the Head of Nursery.
- Fulfil DSL duties, managing safeguarding concerns and liaising with agencies in the Head of Nursery's absence.
- Ensure safeguarding incidents are accurately documented and reported.
- Enforce the Mobile Phone Policy and ensure staff do not use personal devices in the Foundation Stage.
- Maintain safe ratios and supervise children closely indoors and outdoors.
- Embed safeguarding knowledge across the team and support their understanding of policy requirements.
- Complete all required reporting following significant events when acting in the Head of Nursery's absence.



## Special Educational Needs Co-ordinator Responsibilities

- Promote and maintain an inclusive ethos across the setting.
- Support the Head of Nursery in ensuring inclusive Early Years provision.
- Ensure early identification and intervention for children with additional needs.
- Ensure all practitioners understand their responsibilities in identifying and supporting SEN.
- Advise and support staff when concerns arise about a child.
- Collect, record and update all relevant background information and documentation.
- Support staff with additional observations, assessments and differentiated planning.
- Create and review IEPs with parents each term.
- Liaise with external professionals and agencies as needed.
- Arrange review meetings with parents and professionals, ensuring parental involvement.
- Work with the Head of Nursery to adapt the environment to children's needs.
- Follow confidentiality and data protection requirements.
- Share SEND-related training and guidance with staff.
- Liaise with the school SENCo to ensure continuity of support.
- Follow key SEND documentation and statutory frameworks.
- Be willing to undertake or hold a Level 3 SENCo qualification.

## Operational

- Support the Head of Nursery with day-to-day management and documentation.
- Ensure staff consistently follow all policies and procedures across nursery rooms.
- Assist during inspections and help implement any recommendations.
- Confidently manage an inspection in the Manager's absence, meeting Ofsted/ISI criteria.
- Monitor routines, staff deployment, ratios, health and safety and risk management to ensure smooth daily operations.
- Create operational checklists and schedules when needed.
- Act as a keyholder, managing opening and closing procedures and securing the premises.
- Maintain consistent practice across all rooms, particularly regarding routines, transitions and care.

## Health and Safety

- Ensure all risk assessments and checklists are completed and delegate tasks where appropriate.
- Carry out routine safety practices, including hygiene, supervision and staying within sight and hearing of children.

## General

- Attend required meetings, including weekly staff meetings.
- Stay updated with EYFS requirements and implement new initiatives proactively.
- Demonstrate commitment to Lingfield College and its values.
- Carry out additional duties appropriate to the role, including leading rooms when required.
- Ensure all electronic devices, including iPads, are secured.
- Uphold the ethos of Lingfield College and ensure full compliance with EYFS legal requirements.
- Support the Head of Nursery in resolving complaints and concerns promptly.



# Person Specification

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It is expected that the successful applicant will have and can demonstrate the following.

## Candidate Profile

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 experience of managing a Nursery Room.
- Have experience working with all age groups from 6 months to 5 years.
- A sound understanding of early childhood development and learning.
- 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 working in an Outstanding or Good setting.
- Have previous experience of participating in a Nursery inspection either with the Independent School's Inspectorate and/or 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.



# Let's Work Together



Hello, I am Cathryn, Head of HR. Please feel free to get in contact with the HR team if you need any support with any part of the application process.

Cathryn Marsden, Head of HR



Explore all our current vacancies at:

<https://www.lingfieldcollege.co.uk/i/work-with-us>

If you're considering joining Lingfield College, we're already delighted.

Ours is a community built on warmth, ambition and genuine collaboration — a place where people feel valued and where the work you do has real purpose.

If you're looking for a role that challenges you, supports you and allows you to make a meaningful impact, you may well find your next step here.



## How to Apply

- Please complete and submit the online application form available on our website. Applications are submitted through our online system.
- If you would like an informal discussion about the role our HR Team will be happy to help. [hr@lingfieldcollege.co.uk](mailto:hr@lingfieldcollege.co.uk)
- Please also complete the Equal Opportunities Monitoring form, which will be separated from your application on receipt.



## Further Information

To see more information in regards to our recruitment and applicant policies. Please head to our website or scan the following QR code:



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

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. All applicants will be subject to child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

We are equally committed to equality, diversity and inclusion. We welcome applications from all suitably qualified candidates and provide a supportive working environment where every individual is treated with fairness, respect and value.



Lingfield College provides a generous package of benefits to support, reward and care for our staff. These are just a few of the advantages of being part of our community.



### Location

Easy access from Surrey, Sussex and Kent, with good transport links.



### Free Lunches

Hot meals with veggie options, plus salads and soup. Tea, coffee and subsidised breakfast items provided.



### Health Plan

Complimentary Level 1 Medicash Health Plan, with the optional upgrades available.



### Pension Scheme

Employer contribution scheme.



### Parking

Free car parking is available.



### Fee Remission

Reduced term fees for staff with a child at the school.



### Development

Strong commitment to CPD, coaching and career progression.



### Sports Facilities Access

Free access to our fully equipped on-site gym



### Social & Wellbeing

Exclusive staff social events from crafts, yoga, Theatre trips and more



### EV Car & Bike Scheme

Cycle to Work and Electric Vehicle schemes.



### Employee Assistance Programme

Confidential support accessible when staff need it most.



### Staff Rewards

Access thousands of discounts and perks through the Reward Me Now app.



## Directions at a Glance

### Arriving via M25

- Exit at Junction 6 → A22 south towards East Grinstead / Lingfield Racecourse.
- At Blindley Heath, turn onto B2029 towards Lingfield
- Continue through Lingfield; at both mini roundabouts, take the first exit.
- Prep School: Continue past the main entrance to the Racecourse; the Prep School entrance is on your left.
- Senior School: Continue under the railway bridge, then left into St Piers Lane.

### Arriving from Edenbridge

- Take the B2028 towards Lingfield.
- Senior School: Turn right into St Piers Lane, before the railway bridge.
- Prep School: Continue under the bridge, then turn right into the entrance.

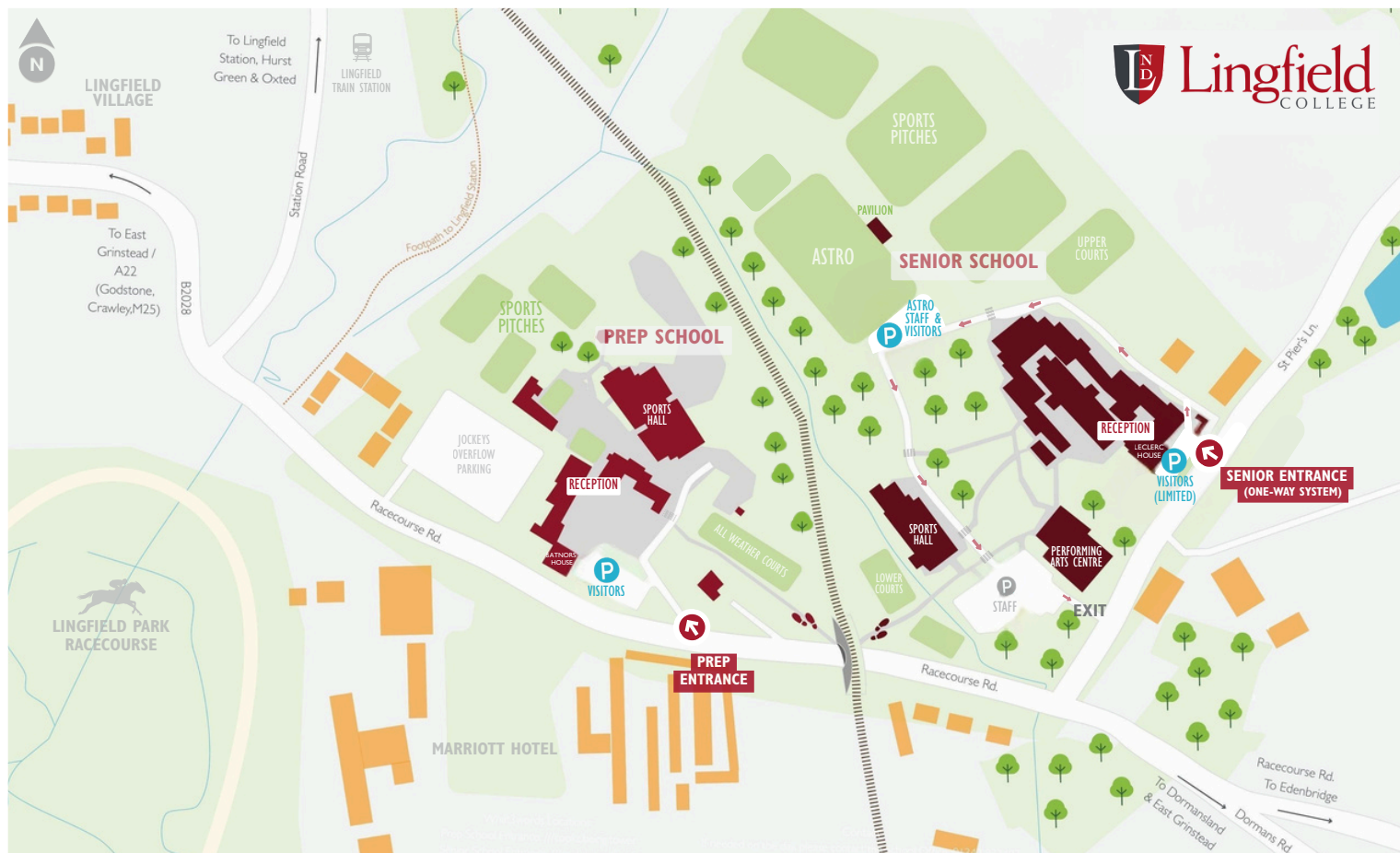
## Parking & Arrival Steps

### Prep School

- When the gates are closed, please press the call button on the left-hand side and a member of staff will open them for you.
- Park in the Visitors' car park on your left.
- Once parked, head through the archway and turn right at the wooden gates to the Prep School Office.

### Senior School

- Limited visitor parking is available in front of Le Clerc House.
- If this is full, follow the one-way system to the Astro parking.
- Report to Reception, in the main building.



### SAT-NAV Postcodes

Prep School: RH7 6PH  
Senior School: RH7 6PN

### What3words Locations:

Prep School Entrance: ///cooks.being.tower  
Senior School Entrance: ///rent.ca.res.dinner

### Contact:

If needed on the day, please contact the School Office: 01342 832407

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*Inspiring*  
Exciting Futures



Prep School & Nursery  
Racecourse Road, Lingfield,  
Surrey, RH7 6PH

Senior School & Sixth Form  
St. Pier's Lane, Lingfield,  
Surrey, RH7 6PN

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