



King's College
TAUNTON

PREP SCHOOL

DEPUTY NURSERY MANAGER



CLOSING DATE:
WEDNESDAY 11 MARCH 2026



HEAD'S WELCOME

At King's, we are committed to ensuring that every young person has the opportunity to unlock their potential, regardless of background or circumstance.

Thank you for your interest in the role of Deputy Nursery Manager at King's College Prep School.

We are seeking an enthusiastic individual to join our fabulous nursery team, working to ensure that all children attending the setting are happy and receive the highest quality of care possible. This is a full-time, all-year-round post.

The role includes deputising for the Nursery Manager, supporting them with the supervision, motivation and development of the nursery team. You will take responsibility for the setting in the Nursery Manager's absence and lead by example, promoting a warm, professional and collaborative culture. You will also mentor and guide staff and students, supporting high-quality practice across the nursery, assist with staff rotas to ensure appropriate ratios are maintained, and contribute to recruitment, induction, appraisals and ongoing training where required.

Additionally, you will help ensure that all children are kept safe and enjoy rich, stimulating play experiences which meet their individual needs.

The successful candidate will be responsible to our Nursery Manager and, through them, to the Head of Pre-Prep and Headteacher.

We look forward to hearing from you and considering your application.



Heidi Berry
Headteacher, King's College Prep

King's College and King's College Prep are Woodard Schools. We are committed to safeguarding and promoting the safe welfare of children and young people, and expect all staff to share this commitment. This post is subject to an enhanced DBS check.

ABOUT THE SCHOOLS

King's provides continuous day and boarding education for girls and boys aged two to 18 years. It comprises King's College Prep which has approximately 300 children from 2 to 13 and a senior school with approximately 400 pupils from 13 to 18.

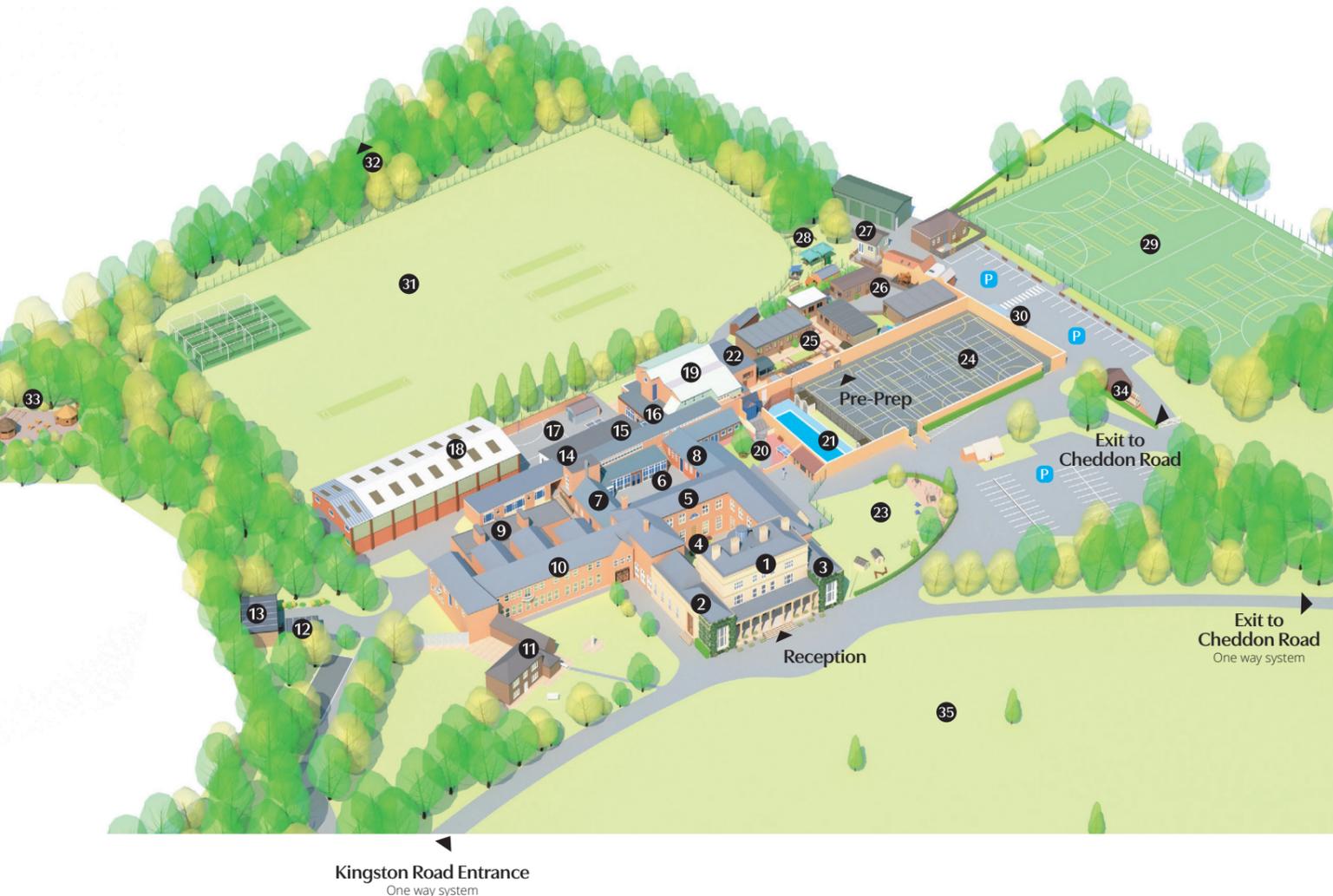
The schools are situated on separate sites in the south west of England and combine traditional values with state-of-the-art facilities. Both schools are run by one governing body, with many functions (marketing, strategy and finance for example) undertaken jointly.

King's College Prep is co-educational, offering day and boarding places to boys and girls from the ages of 2 to 13. There are about 300 children in the school, 90 of whom are in the Pre-Prep.

The school is built around Pyrland Hall, an impressive

Georgian country house on the edge of the Quantock Hills. The 50 acre estate (including 15 acres of playing fields) is entirely surrounded by National Trust farmland but is also within a mile of Taunton, the county town of Somerset. Bristol and Exeter are within easy reach while London is a 1 hour 40 min train journey or three hours via the motorway.

The Pre-Prep's Early Years Foundation Stage consists of a Nursery, which takes children after they have reached their second birthday, and there are then one or two classes in each year from Reception to Year 2.



KING'S COLLEGE PREP SCHOOL

Kingston Road, Taunton TA2 8AA

The Prep department, Years 3 to 8, has two or three classes in each year group. There is continuity of educational provision between Years 1 and 8.

The school is a member of the Woodard Corporation, a group of fifty schools educating boys and girls in the Christian tradition in most parts of the country. It works in harness with King's College, Taunton which is on a separate site about three miles away and most pupils transfer there at the age of 13+.

There is an excellent record of academic, musical, artistic, dramatic and sporting achievements throughout the school. There is a programme of continual development including a new sports hall, a performing arts centre used for concerts and drama productions, new changing areas, computer centres for both the Pre-Prep and Prep, refurbishing the pool and surrounds, a new full size AstroTurf pitch and a Cookery School. The Pre-Prep also had extensive refurbishment and the new Science Faculty has transformed the provision for more than just science.

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|-----------------------------|------------------------------|
| 1 Main Building | 15 Art Room |
| 2 Pemberton Room | 16 Music Room |
| 3 School Office | 17 Hard Play Area |
| 4 Headmaster's Office | 18 Sports Hall |
| 5 Deputy Heads' Offices | 19 Arts Centre |
| 6 Boarding House - upstairs | 20 The Rose Garden |
| 7 Woodard Room | 21 Swimming Pool |
| 8 Library | 22 Bunting Room |
| 9 Memorial Garden | 23 Adventure Playground |
| 10 Dining Room | 24 Netball and Tennis Courts |
| 11 Outer Quad | 25 Pre-Prep |
| 12 ICT Suites | 26 Nursery |
| 13 Learning Strategies | 27 Log Cabin |
| 14 Science Faculty | 28 Little Woods |
| 15 West Wing | 29 AstroTurf Pitches |
| 16 Maths | 30 Astro Café |
| 17 Geography | 31 North Field |
| 18 Headmaster's House | 32 Top Field |
| 19 Cookery School | 33 Big Woods |
| 20 Language Cabin | 34 Uniform Shop |
| 21 Design Technology | 35 Front Field |

A RURAL COUNTY OF ROLLING HILLS

Taunton is surrounded by natural beauty, with the Blackdowns, Mendips and Quantock Hills on the doorstep, plus Exmoor National Park, the Somerset Levels and Dartmouth are a short drive away.

Somerset is renowned for its cheddar cheese and cider. A wealth of apple orchards once made Somerset the cider capital of the UK, whilst the Cheddar Gorge caves are still used to mature cheese today.

Taunton is the county town of Somerset, in the South West of England. It is a busy market town located between junction 25 and 26 on the M5.

A growing commercial and residential centre, Taunton has a splendid small theatre, the County Cricket Ground, a successful rugby club, a delightful museum, the usual shopping outlets and restaurants, and a regular farmers' market.

If you love the great outdoors, you can be on the beach in 40 minutes and the Quantocks are just 15 minutes away. For those who prefer city lights, the fast West Country train service reaches Paddington in under two hours. By car, Exeter is 25 minutes south, Bristol 35 minutes north and you can reach Bath in about an hour.



THE POST

KEY RESPONSIBILITIES

Safeguarding

- Share responsibility for all children's safety and wellbeing.
- Actively promote and safeguard the welfare of all children in their care.
- Ensure Child Protection procedures are followed effectively.
- Remain vigilant regarding the Whistleblowing, Acceptable Use, and Intimate Care Policies.

Leadership & Staff Management

- Support the Nursery Manager with the supervision, motivation and development of the nursery team.
- Take responsibility for the setting in the Nursery Manager's absence.
- Lead by example, promoting a warm, professional and collaborative culture.
- Mentor and guide staff and students, supporting high-quality practice across the nursery.
- Assist with staff rotas, ensuring appropriate ratios are maintained.
- Contribute to recruitment, induction, appraisals and ongoing training where required.

Child Care & Education

- Act as key person for a small group of children, building strong, supportive relationships.
- Provide high-quality physical, emotional, social and educational care.
- Work in close partnership with parents, carers and families; deliver exceptional customer care.
- Support children to settle in and establish secure routines.
- Foster emotional security and positive attachments.
- Encourage curiosity and exploration through well-scaffolded play.
- Maintain excellent care standards to ensure children are happy and thriving.
- Demonstrate inclusive practice and support children with additional needs.
- Ensure children receive healthy, nutritious meals in collaboration with our catering staff.
- Build strong professional links with King's College Prep and external agencies.

Planning & Assessment

- Support staff in planning, monitoring and evaluating high-quality EYFS learning experiences.
- Plan engaging EYFS-appropriate indoor and outdoor learning experiences.

- Observe learning, gather evidence and report progress using the nursery's online system.
- Maintain accurate, effective children's records and support others to do the same.

Compliance - Health & Safety

- Share responsibility for maintaining health, safety and cleanliness across the nursery.
- Ensure all staff uphold children's cleanliness in line with the Intimate Care Policy.
- Follow all Health and Safety procedures consistently.
- Ensure staff understand all emergency and security processes (e.g., fire, security, drop-off/collection).
- Maintain excellent hygiene in bedding, nappy-changing and food-prep areas.
- Comply with the EYFS statutory framework and relevant legislation (Children Act 1989 & 2004).

Communication

- Communicate professionally with parents/carers and build positive relationships.
- Listen to and consider information shared by families about their child.
- Provide daily and developmental feedback verbally, in writing or via nursery software.

Personal Development

- Stay up to date with best practice in childcare.
- Engage actively in ongoing professional development.
- Participate in appraisals and work towards agreed development targets.

Staff

- Contribute to a strong, effective staff team.
- Support and mentor students.
- Carry out additional tasks as reasonably requested by line management.

General

- Attend staff meetings.
- Participate in Inset training.
- Attend and assist with out-of-hours activities such as training, planning meetings and events.
- Maintain a high standard of timekeeping and personal presentation.

PERSONAL SPECIFICATION

	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> Level 3 qualification in Early Years Education and Childcare 	<ul style="list-style-type: none"> Relevant degree or higher level qualification in childcare Paediatric First Aid Level 3 safeguarding certificate Sports coaching qualification Minibus driving qualification
Experience	<ul style="list-style-type: none"> Working with children aged 0 – 5 years Ability to deliver high quality education and childcare in line with EYFS Planning engaging activities Working in partnership with parents and carers 	<ul style="list-style-type: none"> Effective record-keeping for EYFS Extensive day-care experience Experience of effectively managing staff
Skills	<ul style="list-style-type: none"> Ability to build warm, positive relationships with children and families and contribute to a welcoming nursery setting Understand the need to provide a stimulating, caring and consistent environment for young children An understanding of children's behaviour and needs Motivation and able to motivate others Competence in dealing with challenging situations Computer literacy, including nursery software for recording/reporting Excellent communication and customer-care skills 	<ul style="list-style-type: none"> Able to contribute to music/art/dance/performing arts
Knowledge	<ul style="list-style-type: none"> Strong understanding of child development Sound knowledge of EYFS Awareness of OFSTED requirements Understanding of safeguarding, health and safety and risk assessments 	<ul style="list-style-type: none"> Knowledge of assessment and reporting at nursery level Understanding of accident-recording procedures
Personal Competencies & Qualities	<ul style="list-style-type: none"> Motivation to work with children and young people Ability to maintain appropriate boundaries Emotional resilience with challenging behaviours Positive attitude, professional appearance and high personal standards Strong teamwork, professionalism and confidentiality Honesty, reliability and transparency Passion for King's and interest in outdoor learning Willingness to reflect on personal practice Willingness for occasional extra duties outside normal hours, eg team meetings, parent evenings Commitment to maintaining a clean, safe and well-organised environment and reporting maintenance needs. 	<ul style="list-style-type: none"> Tolerance, patience and a good sense of humour Enthusiasm, commitment and humility Kindness, sensitivity and a caring nature

The qualities and experience outlined in the person specification will be assessed by the following methods:

- Sight of original qualifications
- King's College application form
- References from current employer and other, chosen, professionals

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APPOINTMENT PROCESS



Candidates are expected to have read the enclosed appointment policy and agreed to the terms within.

King's has its own pay scale and there are discounts at both King's College Prep and King's College for staff children.

Please write a brief letter of application, addressed to the HR Manager and complete the application form enclosed and send by email or letter to:

King's College HR Department
c/o King's College, Taunton, Somerset TA1 3LA

recruitment@kings-taunton.co.uk

01823 328231 / 01823 328190

The closing date for applications is Wednesday 11 March 2026.



We encourage.
We are courageous.
We are King's.



King's College Prep
Kingston Road, Taunton TA2 8AA
www.kings-taunton.co.uk