



King's College
TAUNTON

PREP SCHOOL

NURSERY MANAGER



CLOSING DATE:
FRIDAY 19 JUNE 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 Nursery Manager at King's College Prep School.

We are seeking an enthusiastic and experienced individual to join our growing and thriving nursery as Nursery Manager, leading a talented team in a beautiful and inspiring environment where children can play and learn.

This role will take overall responsibility for the day-to-day running and long-term development of our nursery, shaping its culture and ensuring the highest standards of care, education and safeguarding.

Working closely with the Deputy Manager and Head of Pre-Prep, you will guide staff, support families and ensure the nursery remains fully compliant with all regulatory requirements. The role supports the school's ethos and values, prepares children for a smooth transition into Reception, and contributes fully to the life of the school community.

We are looking for an experienced Early Years leader with strong management skills and a recognised qualification, who is ready to inspire colleagues and shape the future of our Early Years provision.

This is a full-time, all-year-round post.

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



H Berry

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.

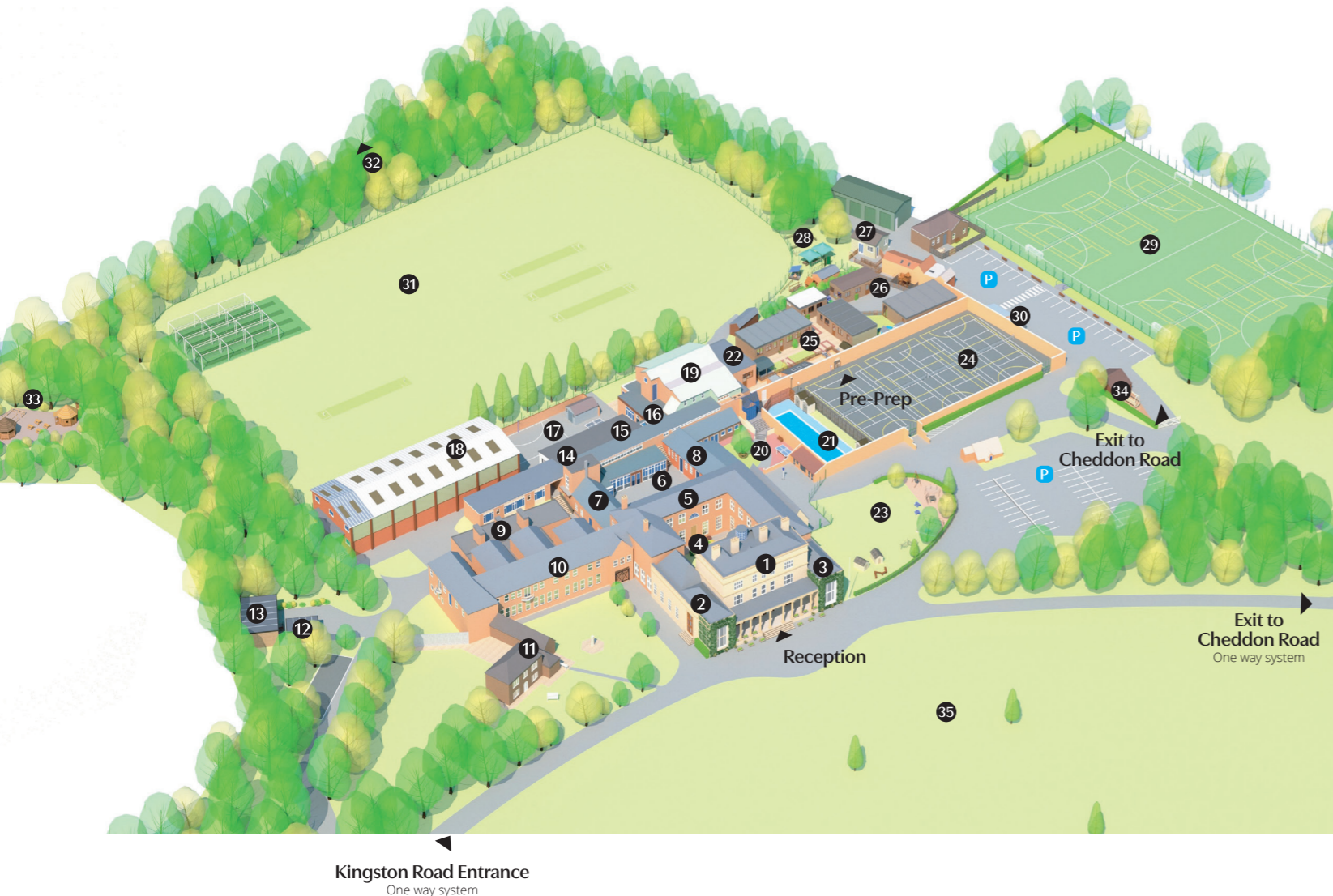
The schools are situated on separate sites in the south west of England and combine traditional values with state-of-the-art facilities. Both schools are run by one governing body, with many functions (marketing, strategy and finance for example) undertaken jointly.

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.

- | | |
|-----------------------------|------------------------------|
| 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 ROLE

This role will take overall responsibility for the day-to-day running and long-term development of our nursery, shaping its culture and ensuring the highest standards of care, education and safeguarding.

Working closely with the Deputy Manager and Head of Pre-Prep, you will guide staff, support families and ensure the nursery remains fully compliant with all regulatory requirements. The role supports the school's ethos and values, prepares children for a smooth transition into Reception, and contributes fully to the life of the school community.

We are looking for an experienced Early Years leader with strong management skills and a recognised qualification, who is ready to inspire colleagues and shape the future of our Early Years provision.

How you'll make a difference as our Nursery Manager

- By managing the day-to-day running of the nursery as an integral part of the Pre-Prep department, ensuring the delivery of high-quality care and education in line with the EYFS, Ofsted requirements, and the nursery's policies and procedures.
- Through leading, mentoring, and supporting the nursery team, promoting a positive, collaborative, and professional culture while ensuring staff development and performance are maintained to a high standard.
- By working closely with the Head of Pre-Prep to support the school's vision and strategic aims.
- By building and maintaining strong, trusting relationships with families and external agencies, supporting each child's development and wellbeing, and ensuring the nursery is always prepared for Ofsted and ISI inspections.
- The successful candidate will be responsible to the Head of Pre-Prep and through them to the Headteacher.



THE POST

KEY RESPONSIBILITIES

Safeguarding

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

Leadership & Staff Management

- Lead the supervision, motivation and development of the nursery team, including staff appraisals.
- Ensure staff consistently meet the standards expected within an independent school environment.
- Lead by example, promoting a warm, professional, reflective, and collaborative culture.
- Mentor and guide staff and pupils, supporting high-quality practice across the nursery.
- Responsibility for staff rotas, ensuring appropriate ratios are maintained.
- Lead on nursery admissions, finance administration and session bookings.
- Lead on staff recruitment, staff and pupil induction, staff appraisals and ongoing training where required.

Child Care & Education (including School Readiness)

- Deliver an exceptional early year's curriculum aligned with EYFS and the school's academic expectations.
- Ensure children are well-prepared socially, emotionally, and academically for Reception.
- Uphold high expectations for behaviour, independence, and engagement.
- 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 other King's College Prep staff and external agencies.

Planning & Assessment

- Support staff in planning, monitoring, and evaluating high-quality EYFS learning experiences.
- Monitor teaching, learning, and assessment to ensure excellent outcomes for all pupils.
- Plan engaging EYFS-appropriate indoor and outdoor learning experiences.
- Observe learning, gather evidence, and report on pupil progress.
- Maintain accurate, effective children's records and support others to do the same.

Compliance; Health & Safety

- Maintain accurate statutory records (safeguarding, attendance etc).
- 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 as key stakeholders 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.
- Represent the nursery and school at events, open days, and within the wider community.

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 apprentices.
- Carry out additional tasks as reasonably requested by line management.

General

- Run / 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.
- Lead on nursery finance, admissions and marketing with support from our whole school teams.

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 or management / Level 6 qualification or QTS • Paediatric First Aid • Level 3 safeguarding certificate • Sports coaching qualification • Minibus driving qualification
Experience	<ul style="list-style-type: none"> • Previous experience managing a nursery and 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 • Experience in admissions/marketing 	<ul style="list-style-type: none"> • Effective record-keeping for EYFS • Extensive day-care experience • Experience of working in an independent school setting • Experience of preparing children for Reception / school readiness • Experience of contributing to inspections (Ofsted / ISI)
Skills	<ul style="list-style-type: none"> • Strong leadership with the ability to inspire excellence • High standards of organisation and professionalism • 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 ability to motivate others/ Proven ability to lead and motivate a team • 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 and experience of using the digital platform Family
Knowledge	<ul style="list-style-type: none"> • Strong understanding of child development • Strong knowledge of EYFS and transition into KS1 • Strong knowledge of OFSTED/ISI 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 • Understanding of the expectations of independent school families and stakeholders
Personal Competencies & Qualities	<ul style="list-style-type: none"> • Commitment to high standards of care and attention to detail • Warm, approachable and confident communicator • Flexible, proactive and solution-focused • 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 • Willingness to engage fully in the broader life of the school • 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 9.00am Friday 19 June 2026.



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



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