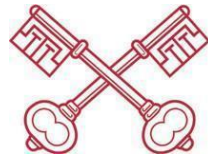


Chandlings
PREP • OXFORD



RADLEY
SCHOOLS GROUP

Head of Nursery

Information for Candidates



Closing date for applications is Friday 3 April at 4.00pm.



The Why

We believe every child carries a sparkle of possibility – a sparkle that, when nurtured, can grow into something extraordinary. Each day is a step further on a magical journey that will not only prepare pupils for the future but will also empower them to create it.

Chandlings exists to harness this sparkle, to guide children to truly discover who they are, and to help them grow the skills and character to fulfil their wildest dreams. And, the best bit of all, we ensure they have lots of fun whilst getting there.

The How

We foster self-belief, promote curiosity and build resilience. Our children are inspired to be resourceful, adaptable and creative, in an environment where we balance opportunity with well-being. They are given the time and space to be children, within a community that celebrates diversity in tandem with individuality. We are proud of our ability to gain outstanding academic results whilst providing the opportunities for a wide breadth of co-curricular activities, all underpinned by an award winning pastoral care.

The Where

Set in over sixty acres of beautiful Oxfordshire countryside, Chandlings Prep is an Independent co-educational day school for girls and boys from 2-11 years old. Situated just 20 minutes from the centre of Oxford, 10 minutes from Abingdon and just off the A34, we are easily accessible from across the county. We have purpose-built, bright, modern classrooms with extensive and impressive facilities including specialist art and design, music rooms and science labs, as well as two school halls. We have a full size Astroturf, netball and tennis courts, rugby and football pitches, an archery range, a 9 hole golf course, a swimming pool, a low-ropes course and a riding school. The extensive grounds offer woodlands, lakes, playing fields and lots of space to play and explore for both staff and pupils.



CANDIDATE SEARCH

We are seeking a Head of Nursery who will lead our new, all year round provision starting in September 2026.

The role would suit an experienced and passionate early years educator who is excited by the opportunity to help shape a nurturing and inspiring start to school life. As Head of Nursery, you will be the driving force in creating an exceptional environment where our youngest children feel safe, curious, and eager to learn.

You will provide leadership of the Nursery, guide and develop colleagues, and work closely with families to ensure every child's first steps in education are filled with care, confidence, and joy.

If you believe in the power of early childhood to spark a lifelong love of learning, value strong relationships with families, and are motivated by the opportunity to contribute to something truly meaningful, we would be delighted to hear from you



KEY RESPONSIBILITIES

- To work collaboratively with the Deputy Head of Nursery and Head of Pre-Prep.
- To be responsible for the overall day to day running of the Nursery.
- To deliver and ensure a high standard of learning, development and care for children aged 2-4 years.
- To ensure the Nursery is a safe environment for children, staff and others.
- To develop partnerships with parents/carers to increase involvement in their child's development.
- To manage a team of staff within the Nursery.
- To lead on the administration side of the Nursery, including maintaining accurate records.
- To ensure the monitoring of progress and trackers of all children in the Nursery
- To ensure the Nursery meets ISI requirements.
- To manage, supervise and support the Nursery staff with their professional development and wellbeing, including carrying out observations of colleagues.
- To ensure the Nursery is a safe environment for children, staff and others.
- To ensure that the Nursery provides a safe, caring, stimulating educational environment - both indoors and outdoors - at all times.
- To be part of the Safeguarding Team - in the role of a Deputy Designated Safeguarding Lead (DDSL).
- To undertake any other reasonable duties as directed, in accordance with the school aims and objectives.

PERSON SPECIFICATION

Experience:

- A minimum of 3 years recent experience, working in a Preschool /Nursery setting, already in a senior practitioner or room leader role.
- Excellent working knowledge of the Early Years Foundation Stage and current Ofsted/ISI statutory guidance.
- Minimum Level 3 qualification in Children and Young Peoples Workforce or equivalent.

Skills & Attributes:

- Empathy and understanding of children under five
- Excellent verbal and communication skills
- Ability to write reports and keep clear and accurate records
- Excellent organisational and administrative skills
- Calm and caring nature
- A sense of humour

Desirable

- Paediatric First Aid Food
- Hygiene Certificate
- Experience in a similar role within a school setting
- Familiarity with school MIS systems (e.g. iSAMS and CPOMS)

STAFF BENEFITS

EMPLOYEE ASSISTANCE PROGRAMME

Employees have access to the EAP with Health Assured.

EMPLOYEE SAVINGS SCHEME

Employees have access to the VIVUP platform offering a range of shopping discounts.

PENSION

You will automatically be enrolled in the Aptis pension scheme unless you exercise your right to opt out. This offers a minimum 4% and a maximum 8% employee contribution. The employer contribution is double the employee contribution, capped at 16% for teachers. Everyone else: 3% employee contribution and 4% employer contribution.

LUNCH

Staff receive a free lunch every day and drinks and snacks are available throughout the day in the staffroom.

PARKING

Free onsite parking

EYE CARE VOUCHERS

Eligible employees receive free eye care vouchers and contributions towards a new pair of glasses (Ts & Cs apply).

SICK PAY

Eligible employees are entitled to 6 weeks full sick pay in any academic year subject to the Absence Policy

PATERNITY LEAVE

Eligible employees are entitled to 2 weeks full parental leave pay in any academic year subject to the Absence Policy.





THE APPLICATION PROCESS

If you would like to apply for the position please submit electronically a completed application form and a covering letter addressed to Mr Adam Mallins, the Head, to his EA at cpitt@chandlings.org.uk. A CV can be submitted as additional information.

We particularly welcome applicants from Black, Asian and Minority Ethnic groups as well as disabled candidates who are currently underrepresented within the Trust.

All appointments are made in accordance with our [Equality Policy](#) and applicants should let us know of any special needs they may have so that adjustments can be made if required.

Please note, as per the KCSIE 2025 safer recruitment recommendation, references for shortlisted candidates will be requested prior to interview. Should permission be withheld without a valid reason, the invitation to interview will be withdrawn.

Shortlisted candidates will also undergo an online check (including and not limited to social media websites) in accordance with the [KCSIE 2025](#) guidelines paragraph 221 and the Trust's [Safer Recruitment Policy](#)

Safeguarding: All adults working at Chandlings Prep should be aware of and where necessary follow the School's safeguarding guidelines which are in line with the Department for Education's (DfE) and Oxfordshire Safeguarding Children's Board (OSCB) practice and procedures - available online at <https://www.oscp.org.uk/>

The School's Safeguarding Policy is available [here](#)

Appointment Date: September 2026

Hours: To be confirmed/discussed

Salary: £34,000 - £40,000 depending on experience and qualifications.

Interview Process:

If you are invited to an interview you must bring your Right To Work (RTW) documentation with you to enable our Administration Team to take copies and prepare for any Disclosure and Barring Service checks should you be successful in the interview.

In addition, we require evidence of the following:

- Identity - passport or photocard driving licence
- Address - document from Group 2b of the DBS List of Valid Identity Documents with current address
- Right to Work in the UK - passport or full birth certificate
- Qualifications - original documents confirming any educational and professional qualifications you refer to in your application
- Overseas Checks - if you have worked or been resident overseas for three months or more in the previous ten years please bring original copies of any overseas police checks that have already been completed.
- If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) you will be required to provide documentary evidence of the change.

All documents must be original copies.

In the event that you are unsuccessful please be assured that photocopies of documents taken will be destroyed.

Interviews are conducted in person and will explore your suitability to work with children. On occasion, applicants will be invited to participate in a preliminary online video interview. Safe recruitment procedures are followed and members of the Senior Leadership Team are accredited.

Any offer of employment will be conditional upon the appointee's fitness to carry out the role. Shortlisted candidates will be asked to complete a questionnaire regarding medical fitness prior to interview.

