LITTLE
Tormead
GUILDFORD



Co-Educational Pre-School Nursery
for children aged 6 months to 4 years

Candidate Brief

Founding Nursery Manager

FULL-TIME, PERMANENT
START FEBRUARY 2027, OR AS SOON AS POSSIBLE

Little Tormead, Guildford

Founding Nursery Manager

A Beautiful Beginning

A rare opportunity to establish and lead an exceptional new nursery.

In April 2027, **Little Tormead, Guildford** will open its doors, bringing together outstanding early years education, exceptional care and the values of a highly respected educational community.

Created for children aged 6 months to 4 years, Little Tormead Guildford will provide a beautiful and nurturing environment in which young children feel secure, inspired and cherished. Thoughtfully designed both indoors and outdoors, every aspect of the nursery will encourage curiosity, creativity, independence and a lifelong love of learning.

We believe that the earliest years lay the foundations for a child's future. During this precious stage of development, children deserve experiences that are rich in opportunity, relationships that are built on warmth and trust, and an environment in which they are known, valued and encouraged to flourish.

As our **Founding Nursery Manager**, you will play a pivotal role in shaping this vision from the very beginning.

This is a unique opportunity for an accomplished and inspirational leader to create something truly special. You will establish the culture, recruit and nurture an exceptional team, build trusted relationships with families, and ensure that every child experiences the highest standards of care and education.

Why Little Tormead Guildford?

At Little Tormead Guildford, we are creating a nursery that combines:

- **Exceptional early years education and care**
- **Dedicated and highly skilled early years professionals**
- **Inspiring indoor and outdoor learning environments**
- **Individualised attention to support every child's unique development**
- **Meaningful opportunities for exploration, imagination and discovery**
- **A warm and welcoming community where every child and family feels they belong**

Join Us at the Beginning

For the right leader, this is an opportunity not simply to manage a nursery, but to create a lasting legacy.

If you share our belief in the transformative power of early years education and are excited by the prospect of building an outstanding nursery from the ground up, we invite you to join us on this remarkable journey.

Together, we will create a place where children thrive, families feel at home and excellence is woven into every day.

Part of the Tormead family, Little Tormead is a nurturing, home-from-home school where children are carefully guided through each stage of their early development, supported to flourish both academically and personally. At the heart of learning at Little Tormead are the Five Cs: Courage, Collaboration, Communication, Creativity, and Curiosity. These values are embedded in every lesson, equipping children with essential life skills that extend far beyond the classroom and into adulthood. Teachers carefully capture children's interests and imagination, fostering confidence, independence, and a lifelong love of learning.

From April 2027 we are excited to build upon the success of our Prep School by extending our provision to welcome babies from 6 months. We inspire imaginations, creating and nurturing capable, curious learners, preparing each child for a positive and happy transition to the next stage of their school journey. The Nursery will operate for 48 weeks per year, from 7.30am to 6.00pm, in a bright, spacious, and inspirational learning environment with dedicated outside areas. The Nursery Manager role is an exciting opportunity to shape the next stage of our School's growth, as well as the care and education we provide in our nurturing, family-focused nursery.

As Nursery Manager, you will be responsible for the smooth, effective and compliant day-to-day running of the Nursery to deliver the highest standards of care, education and parental engagement. You will provide professional leadership and management, ensuring the Nursery has a strong, reliable and consistent team working to their full potential. The Nursery Manager acts as a key link between parents, Senior Management Team (SMT), Local Authority and external agencies.



Candidates will have a genuine love and passion for early years education, creating a sense of fun, joy and creativity for the children, ensuring a warm, happy home-from-home environment for our youngest learners. Your extensive knowledge, application and delivery of the EYFS and of high-quality early years practice will ensure that every child has the ability to flourish.

Candidates will have a minimum of two years' management experience in a good or outstanding nursery and childcare setting and will hold a Level 3 Early Years qualification or above. We are seeking a team player with proven experience of managing, motivating and developing outstanding teams of nursery professionals. Your excellent communication and customer service skills will underpin your daily practice with both the Nursery and wider school community.

This is a full-time position, all year round, working from 7.15am to 6.15pm on a rotational basis. We offer a friendly and inclusive working environment, and our benefits package includes a competitive salary, 30 days' annual leave plus bank holidays, professional development opportunities, and free lunch when Nursery is in session.

For an informal discussion or tour of Little Tormead, please contact **Michelle O'Brien**, Deputy Head - External Relations **mobrien@tormeadschool.org.uk** or call 01483 575101. For further information and to apply for the role, please contact the HR Team **recruitment@tormeadschool.org.uk** or visit our website: **www.tormeadschool.org.uk**.

The closing date for applications is Monday 7 December 2026 at 9.00am. However, applications will be considered in the order in which they are received, and the School reserves the right to make an appointment prior to the closing date should the ideal candidate(s) be identified.

Required for February 2027, or as soon as possible.

Full-time, 52 weeks per year

Salary: £45,000
(negotiable for an exceptional candidate)



Nursery Manager

Job Summary

To be responsible for the smooth, effective and compliant day-to-day running of the Nursery to deliver the highest standards of care, education and parental engagement. To provide professional leadership and management, ensuring the Nursery has a strong, reliable and consistent team working to their full potential. To act as a key link between parents, Senior Management Team (SMT), Local Authority and external agencies.

Main Responsibilities

Childcare and Education:

- Promote high standards of quality within the Nursery in respect of the environment, resources and experiences offered to the children.
- Ensure that all children attending the Nursery receive rich and stimulating experiences appropriate to their age and stage of development.
- Responsible for pastoral care and safeguarding within the Nursery to ensure the wellbeing, safety, security and care of the children.
- Hold the role of Designated Safeguarding Lead (DSL) within the Nursery (appropriate training provided), reporting to the Lead DSL.
- All staff have responsibility for safeguarding the children with regular training and updates when required. The post holder is responsible for ensuring that Nursery staff understand and follow safeguarding procedures.
- Ensure that practices and provision in the Nursery meet all compliance requirements in accordance with the Early Years Foundation Stage (EYFS) and Ofsted and that the Nursery is inspection ready.
- Ensure all aspects of the EYFS curriculum are planned and delivered to a very high standard.
- Oversee key worker responsibilities of the Nursery staff and hold regular supervisions.
- Create and maintain a culture of reflective practice throughout the Nursery.
- Liaise closely with parents/carers, informing them about the Nursery and its curriculum, exchanging information about children's progress and encouraging their involvement.
- Support the development of good practice in relation to additional educational needs and inclusion. Liaise with the Deputy Head Academic and Nursery SEND Lead in implementing any support plans for children with additional needs.
- Administering first aid, when required, and maintaining appropriate records of first aid.
- Ensuring food hygiene and safety in the Nursery, working closely with our catering providers.

Leadership and Management:

- Support the Head of Pre-Prep to develop a strategic plan for the new Nursery, including staff structure and role allocation.
- Contribute to the strategic planning, monitoring and development of the Nursery.
- Take an active role in ensuring the realisation of the School Development Plan.
- Recruit, induct, support and appraise Nursery staff to deliver high quality childcare practice.

- Lead and develop a well-qualified and experienced team able to meet and exceed all relevant standards.
- Identify training needs and facilitate training opportunities for Nursery staff.
- Deploy Nursery staff effectively, including responsibility for the organisation of staffing schedules and timetables, duty rotas, breaks, sickness and absence cover, ensuring adequate staffing levels/ratios are maintained.
- Responsible for the supervision and work of staff within the Nursery, including effective implementation of the key worker system.
- Creating, contributing to and implementing key policies in the Nursery.
- Liaising with Local Authority and other professional bodies associated with the Nursery.
- Provide leadership and support to Nursery staff to enable them to establish and maintain professional positive working relationships with colleagues, parents and carers.
- Ensure all Nursery staff understand and work to School policies and procedures, including how to deal with safeguarding issues appropriately and how to respond to incidents, accidents, complaints and emergencies.
- Responsible for ensuring any complaints/concerns are resolved in a timely manner.
- Act as the first point of contact for any Nursery staff performance, grievance and disciplinary procedures with support from Human Resources and the Head of Pre-Prep.

Admissions and Marketing

- Play a key role in proactively promoting and representing the Nursery to prospective parents, working closely with the Marketing and Admissions team.
- Promote Nursery events to engage the local community e.g. Toddler Time sessions and other initiatives.
- Answer queries about enrolment, payments, sessions and general Nursery practices.
- Responsible for new admissions including organising 'settling in' and home visits.

Administration

- Work closely with senior leaders and the Finance team to support budgeting, funding and occupancy planning.
- Ensure accuracy of booked sessions for fee billing, working closely with the Finance team.
- Manage Nursery administration, MIS systems and parental communication platforms.
- Be financially aware of staff and resources costs and oversee the maintenance and control of stocks and materials, including ordering equipment and maintaining stock levels.
- Managing the Nursery consumables/equipment budget to include submission of annual budget bid and ongoing monitoring of expenditure, working closely with the Finance team.

Continuing Professional Development

- Reappraising own professional performance, keeping informed of current legislation and best practice.
- Be committed to improving own practice through appropriate training and development.
- Engage actively in the performance review process.

General

- Work within the School's Health and Safety Policy to manage the day-to-day operation to ensure a safe environment for the children, their parents and carers, the Nursery team, and any visitors to the Nursery.
- Adhere to all School policies, ensuring that policies and procedures are fully implemented in the Nursery.
- Monitor the condition of the equipment and liaise with the Estates team regarding any maintenance requirements and issues.
- Assisting with supervision and covering for absent colleagues when required.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relationships with children, parents/carers and colleagues.
- Ensure confidentiality is maintained at all times.
- Participating in INSETs, staff meetings, attending assemblies and additional School functions as required.
- Actively promote and model good practice in equality, diversity, and inclusion, and to support and uphold fundamental British values.
- To promote and uphold the ethos and values of Tormead Limited.
- To adhere to all School policies, procedures and risk assessments.

The responsibilities linked to this position are wide-ranging and the duties listed above in this job description are not intended to be exhaustive. It will be necessary to perform other such duties as are reasonably required.

Key Relationships

Internal: Head of Pre-Prep, Nursery staff, Marketing & Admissions Team, Finance Team, Deputy Head Academic, HR Team, colleagues, parents.

External: Prospective parents.

Key and Desirable Skills

ESSENTIAL

- Level 3 (or equivalent) in Childcare.
- Paediatric First Aid qualification.
- GCSE in Maths and English at Level 4 or equivalent.
- Evidence of continuing and relevant professional development.
- Management experience (minimum 2 years) in a good or outstanding nursery and childcare setting.
- Experience of managing, motivating and developing an effective team.
- A genuine love and passion for working within early years, creating a sense of joy, fun and creativity for the children in their Nursery setting.
- Extensive knowledge, application and delivery of the EYFS and of high-quality early years practice, including statutory requirements.

- Excellent knowledge of how to provide effectively for the needs of all children.
- Knowledge and commitment to child protection, health and safety, equal opportunities and SEND/ inclusion.
- Excellent communication and interpersonal skills with an ability to adapt communication styles and approaches with differing groups/ individuals.
- Excellent ICT and administration skills.
- Strong customer service skills with an empathetic approach.
- An enthusiastic and proactive leader.
- A commitment to team working and supporting colleagues in working together to ensure continuous improvement and the delivery of high levels of learning outcomes for all children.
- Ability to think critically and make decisions.
- High levels of tact and diplomacy.

DESIRABLE

- Degree in Early Childhood Education.
- Educated to A Level or equivalent.
- Designated Safeguarding Lead experience.
- Budget management and admissions experience.
- Experience of preparing for Ofsted and/or ISI inspections.
- An understanding of the independent education sector.
- Strong analytical skills and ability to use data to inform decisions and demonstrate impact.



Benefits

Our benefits package includes a salary of circa £45,000 (negotiable for an exceptional candidate), 30 days' annual leave plus bank holidays, professional development opportunities, a contributory pension scheme, free lunches and refreshments when school is in session, uniform and fee remission for staff children, and use of the gym and sports facilities at Tormead School.

Applications

Visits to the School and Nursery are warmly welcomed so that you can experience the atmosphere and values of our setting first-hand. For more information and to apply for the role, please contact our HR team **Recruitment@tormeadschool.org.uk** or visit our website **www.tormeadschool.com**.

Deadline for applications

The closing date for applications is **Monday 7 December 2026 at 9.00am**.
However, applications will be considered in the order in which they are received, and the School reserves the right to make an appointment prior to the closing date should the ideal candidate(s) be identified.

Tormead School is committed to safeguarding and promoting the welfare of children and young people and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check.

Safeguarding Children

The postholder is responsible for promoting and safeguarding the welfare of children and young persons with whom they come into contact, and to adhere to and ensure compliance with the School's Safeguarding Policy at all times. If, in the course of carrying out their duties, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to one of the school's Designated Safeguarding Leads in accordance with the School's policies and procedures.




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