

CHAFYNCH
NURSERY



Nursery Manager

September 2026



About Us

Welcome to Chafyn-Godolphin

Chafyn-Godolphin marks a transformative moment for education in Salisbury. From September 2026, Chafyn Grove and Godolphin come together to create a single, forward-thinking, co-educational day school offering an outstanding all-through journey from 6 months to 19 years, with boarding available for Senior and Sixth Form.

This merger unites two exceptional schools with rich histories, outstanding pastoral traditions and a shared commitment to inspiring ambition, creativity and character. At Chafyn-Godolphin, children will grow within a nurturing, values-driven community that supports curiosity, individuality and a lifelong love of learning.

Our purpose is to empower every pupil to thrive academically, socially and personally so that they step into the world as confident, compassionate and courageous young people.

Our three-core values shape everything we do:

Ambition

We aspire boldly and pursue excellence with heart, resilience and purpose.

Courage

We embrace challenge and step forward with confidence, knowing growth begins beyond the comfort zone.

Compassion

We lead with kindness and integrity, nurturing a community where every voice is valued.

These values underpin our all-through approach—from our youngest babies in the Nursery to our Sixth Form students preparing for university, careers and life beyond school.



As part of our exciting development, Chafyn-Godolphin Nursery is expanding to become Chafynch Nursey, to welcome children from 6 months to 4 years, growing from its current 3+ provision. This forms a key part of the school's vision for a seamless early years journey.

The Nursery will:

- Be open 50 weeks per year
- Offer full-time and term-time only places
- Provide a warm, enriching and well-resourced environment
- Reflect the high standards and ethos of an independent school
- Be a "gateway experience" for families joining the Chafyn-Godolphin community

This is a rare and exciting opportunity for an inspirational Nursery Manager to shape, lead and grow a flagship provision within a newly formed and ambitious school. You will work with highly engaged families and a thriving wider school community.

The nursery is in a beautiful setting in the heart of Salisbury, and benefits from supportive leadership, a strong professional culture including access to United Learning's extensive training and career development pathways.

Hours	Full-Time, Permanent (50 weeks of operation)
Salary	£40,000
Reporting to:	Headmaster

We are looking to recruit an experienced Nursery Manager to lead the nursery provision, ensuring the delivery of high-quality care and education.

The Nursery Manager is to provide inspirational leadership and clear direction for the nursery, ensuring that every child experiences a safe, nurturing, and ambitious environment. They are responsible for overseeing high-quality practice, delivering an engaging and consistent curriculum, ensuring exceptional safeguarding standards, and managing the smooth and efficient running of the setting each day.

Staff at Chafyn-Godolphin can enjoy free on-site parking, complimentary lunch during term-time, free membership to our Leisure Centre, access to Health Assured Employee Assistance Programme, Cycle-to-Work scheme and other work-related benefits.



Job Description

Role	Nursery Manager
Reports to	Headmaster
Department	Early Years
Relationship	
The post holder is accountable to the Headmaster (Chafyn) in all matters relating to this post. All staff are ultimately responsible to the Head (Chafyn Godolphin). The post holder will work closely with team members and support the team when necessary.	

Duties & Responsibilities

The post holder will be responsible for leading nursery staff in delivering an exceptional nursery provision at Chafynch Nursery.

Values

- Promote Chafynch's three core values through an inclusive, healthy and ambitious provision for all based on:
 - Curiosity: We dream boldly and set brave goals, pursuing them with heart and enthusiasm to be the very best version of ourselves.
 - Courage: We step forward with confidence, believing in ourselves and embracing challenge, knowing that growth often begins at the end of our comfort zone.
 - Compassion: We lead with kindness and act with integrity in a community where everyone feels seen, valued and respected.

Leadership & Quality

- Provide strong, visible leadership that drives a culture of reflection, continuous improvement, and professional growth.
- Maintain the highest standards of practice across all rooms, ensuring pedagogy, interactions, and routines meet or exceed national expectations.
- Lead on action planning, audits, and quality assurance processes, ensuring consistent progress.

Safeguarding & Welfare

- Champion a robust safeguarding culture, acting as or supporting the Designated Safeguarding Lead.
- Ensure safer recruitment processes are followed and that staff remain confident and competent in recognising and responding to concerns.
- Monitor children's wellbeing and ensure inclusive, child-centered practice.

Regulatory & Compliance

- Ensure full compliance with the EYFS, Ofsted requirements, local authority expectations, and all relevant legislation.
- Lead on policies, procedures, and record keeping, ensuring these are accurate, current, and understood by the team.
- Oversee health & safety, risk assessments, and emergency procedures.

Curriculum & Learning

- Oversee curriculum planning, ensuring it is ambitious, coherent, and responsive to the developmental needs of the children.
- Monitor progress, assessment, and the effectiveness of teaching and learning across the setting.
- Champion high-quality interactions and a rich learning environment.

Operational Management

- Manage occupancy, staffing, rota and resourcing to ensure efficient and financially sustainable operations.
- Work within budgets, oversee invoices and purchasing, and contribute to forward planning.
- Ensure the nursery environment is safe, welcoming and well maintained.
- Ensure consistent application of policies, procedures and statutory requirements.
- Act as a key point of contact for parents, colleagues and external professionals in the Manager's absence.

Relationships & Communication

- Build warm, professional relationships with families and serve as a trusted point of contact.
- Communicate clearly and confidently, representing the nursery with professionalism and warmth.
- Support smooth transition for children and families, both into and within the setting.

Staff Development

- Lead, support and motivate the team through effective supervision, coaching and performance management.
- Identify training needs and promote continuous professional development.
- Foster a positive, collaborative team environment where every member feels valued and accountable.

Person Specification

CRITERIA	Requirements		EVIDENCE
Qualifications	Level 3 Early Years Educator qualification (or equivalent recognised early years qualification)	Required	Original Certificates
	Up-to-date Safeguarding & Child Protection training	Required	
	Paediatric First Aid (or willingness to obtain on appointment)	Required	
	Enhanced DBS and right to work in the UK	Required	
	Evidence of ongoing professional development	Required	
	Level 5 or 6 Early Years / Education / Leadership qualification (eg Foundation Degree, Early Childhood studies, BA or equivalent)	Desired	Application Form References
	Early Years Teacher Status (EYTS) or Qualified Teacher Status (QTS)	Desired	
	Designated Safeguarding Lead training.	Desired	Original certificates
	SEND training or inclusion-related qualifications	Desired	
	Leadership or management training (e.g., Team Leading, Coaching & Mentoring)	Desired	
	Specialist training in behaviour, communication or early language development	Desired	
	Food Hygiene or Health & Safety certificates	Desired	
Skills and knowledge	Inspiring leader with the ability to motivate, guide and develop a team	Essential	Application Form
	Leadership and staff management experience	Desirable	General Interview
	Excellent written and verbal communication and interpersonal skills	Essential	
	Strong understanding of EYFS, safeguarding and early years legislation	Essential	
Personal Qualities or Skills	Warm, professional and calm communicator with strong interpersonal skills.	Essential	Application Form
	Highly organised, proactive and able to prioritise effectively	Essential	General Interview
	Committed to inclusive practice and ensuring every child thrives	Essential	
	Reflective and committed to continuous improvement.	Essential	

HOW TO APPLY

Interviews

The closing date for applications is **Monday 18 May 2026 at 5.00pm**. This vacancy will close as soon as sufficient applications have been received. Technical and in-person interviews will take place during the week beginning **1 June 2026**.

Safer Recruitment

Chafyn-Godolphin is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An 'online search' will be conducted on short-listed candidates and the successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) and Barred Lists check (Adult and/or Children's Workforce), plus registration with the DBS Update service will be required. Staff are prohibited from promoting extremist/radical religious or one-sided political views whilst working at Godolphin and /or whilst participating in activities associated with their employment within Godolphin.

Please note, we do NOT accept application by Curriculum Vitae.

For an informal discussion or to arrange a visit please contact a member of our HR Team on 01722 430536.

Recruitment Policy

Chafyn-Godolphin is positive about disability and encourages applications from disabled people. All disabled applicants who satisfy the minimum criteria will be offered an interview if they state this prior to shortlisting.

If you consider that the provisions of the Equality Act 2010 apply to you, or if you require assistance at any stage of the process, please contact the HR Department, telephone 01722 430569 or email hr@godolphin.org

The School's Recruitment, Selection and Disclosure Policy and procedure is available for your information on the school website; www.godolphin.org. Godolphin actively supports equality, diversity and inclusion and encourages applications from all sections of society.

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NURSERY



CHAFYN
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SALISBURY



United Learning
The best in everyone™