

Lancing Prep Worthing

A Lancing College Preparatory School

Deputy Head of Nursery & Pre-School
LANCING PREP WORTHING

INFORMATION FOR CANDIDATES



Deputy Head of Nursery & Pre-School

RESPONSIBLE TO: Head of Nursery & Pre-School and Head

Key Tasks and Responsibilities

Safeguarding, Safety & Compliance

- To always provide a safe, caring, stimulating educational environment, both indoors and outdoors.
- To ensure the highest standards of safety and security within the Nursery and Pre-School.
- To ensure care, maintenance and security of equipment and toys within the Nursery and Pre-School.
- To adhere to the school and Early Years Foundation Stage (EYFS) policies with special reference to learning support, safeguarding and child protection, and equal opportunities policies, and to help promote inclusion in the Nursery and Pre-School.
- To support the team, deliver an appropriate play-based EYFS curriculum that enables children to make individual progress and to support other staff in doing so.
- To ensure the Nursery and Pre-School meets all Independent Schools Inspectorate (ISI) inspection requirements and is always inspection ready.
- To provide simple first aid when necessary.

Curriculum, Teaching & Learning

- To promote high standards, progression, continuity and quality of learning.
- To have a solid understanding of the EYFS curriculum and plan and deliver stimulating, varied, play-based activities across all areas of learning.
- To observe children as individuals and in groups and monitor behaviour, progress and possible developmental needs, utilising specialist knowledge and experience.
- To act as a key person for a group of children, monitoring, assessing, recording and reporting on their development, ensuring their needs are met and overseeing all key persons.
- To set targets and next steps for key children and to write termly reports for key children and to oversee those completed by other key persons.
- To ensure children's online learning journals are up to date.

Leadership & Staff Management

- To deputise for the Head of Nursery and Pre-School.
- To be responsible for any tasks delegated by the Head of Nursery and Pre-School.
- To attend Nursery and Pre-School meetings, whole school meetings and INSET training days as necessary for professional development.

Parent Engagement, Communication & Admissions

- To ensure that first impressions are professional and lasting for parents and prospective parents and that these are maintained throughout the day.
- To conduct tours for prospective parents, providing key information about the Nursery and Pre-School and ensuring timely and professional follow-up.
- To liaise closely with parents/carers, informing them about the Nursery and Pre-School and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- To lead parent meetings with parents of children in key groups.
- To support strong Pre-School to Reception progression by supporting a range of transition activities and events across the academic year.
- To attend all LPW Open Mornings to represent and lead tours of the Nursery and Pre-School to prospective families.
- To support the Head of Nursery and Pre-School with marketing activity, including capturing and sharing appropriate video and photographic content for use across communication channels such as social media.

Trips, Events & Promotion

- To promote the work and image of the school by always maintaining high standards of personal appearance and adopting a friendly, professional approach to parents, members of the public and the wider community.
- To assist with the planning and coordinating of trips and local outings, using the Evolve program (training will be provided).
- To keep up to date with current good practice.



Wraparound Care & Holiday Club

- To work flexibly, providing cover for both term-time Wraparound and Holiday Club.
- To assist with the planning and delivery of an appropriate play-based stimulating and varied programme of activities, varying these to suit the age of users.
- To ensure that in Holiday Club the arrival and departure of children is properly recorded and monitored.

Administration & Other Duties

- To assist in day-to-day administration and record keeping, following school policies and guidelines.
- To undertake any other reasonable duties as directed by the Head.

Skills and Experience

Essential

- A genuine passion for working with young children and a commitment to safeguarding and promoting the welfare of children.
- Hold a Level 3 qualification in Early Years Education/Childcare (or above).
- Thorough knowledge and understanding of the EYFS Statutory Framework, safeguarding requirements, and ISI regulatory standards.
- Significant experience working within an Early Years setting.
- Experience providing guidance, support or supervision to other members of staff.
- Ability to support the Head of Nursery and Pre-School with the day-to-day operational management of the nursery.
- Experience monitoring children's learning, development and outcomes across the setting.
- Ability to promote high standards of teaching, learning and care.
- Experience building effective relationships with parents, carers, and external professionals.
- Strong organisational, administrative and IT skills.
- Excellent written and verbal communication skills.
- Holds, or is willing to obtain, a current Paediatric First Aid certificate and Food Hygiene certificate.
- Ability to lead the nursery and pre-school in the absence of the Head of Nursery and Pre-School.

Desirable

- Previous experience in a supervisory, room leader, deputy or management position within an Early Years setting.
- Experience supporting recruitment, induction, training, or staff development.
- Knowledge of the Children Act, ISI requirements and Health and Safety legislation relevant to Early Years settings.
- Experience contributing to inspections, audits or quality improvement initiatives.
- Familiarity with digital systems used for record-keeping and administration, such as Tapestry.

This job description sets out the main duties at the time it was drawn up. Such duties may vary occasionally but without changing the general character of the duties or the level of responsibility entailed, and the candidate will be required to carry out any reasonable requests required by their Line Manager.



Application Procedure:
Applications should be made using the application form.

Application forms are available from the College website www.lancingcollege.co.uk
Please send any emails to recruitment@lancing.org.uk.

A full curriculum vitae and the names, addresses and telephone numbers of a minimum of two referees, one of whom should be the candidate's current or most recent employer should be included with the application.

Informal conversations about the post may be arranged with the Head of Nursery and Pre-School, Emma Street, at estreet@lancing.org.uk.

We reserve the right to close this vacancy early should we receive a sufficient number of suitable applications. Applications will be reviewed as they are received, and interviews may be arranged on an ongoing basis. We therefore encourage interested candidates to apply as soon as possible.



TERMS AND CONDITIONS

- The salary will be £25,000 - £27,500 per annum commensurate with the experience of the successful candidate. Additional hours for Holiday Clubs will be paid separately on an authorised timesheet.
- This is a term-time only position. Hours of work will be 37.5 core hours per week (Monday to Friday 8.00am – 4.00pm with a 30-minute unpaid lunch break) plus 6 hours per week to cover Wraparound Care (4.00pm – 6.00pm).
- You shall be entitled to the statutory minimum holiday entitlement which is to be taken during school holidays. Public holidays occurring when the school is in session will be working days.
- The School currently operates a Group Personal Pension subject to scheme rules which may vary from time to time. The School shall initially pay a sum equivalent to 5% of your basic Salary into the pension scheme subject to contribution by you of at least 5%. You can alternatively opt to make a contribution of 7.5% and the School will match this. Minimum contributions may vary to reflect the prevailing legislative requirements.
- As may be consistent with the entry conditions of the Senior and Prep School, and at the discretion of the school, up to two children may be educated as day pupils at Lancing Prep at Worthing and/or Lancing College for a maximum of seven years (per child). At Lancing College Senior School this will be for the payment of 33.33% of the appropriate fees. At Lancing Prep Worthing this will be for the payment of 50% of the appropriate fees. This remission does not apply to care outside school terms. Sibling discounts are not available in addition to this.
- Wraparound care for up to two children will be provided free of charge. At Nursery and Pre-School level the remission is conditional on the Nursery Grant being claimed from East or West Sussex County Council being allocated to Lancing rather than any other provider, and subject to the maximum fee discount allowable under HMRC rules. Means-tested fee remissions for additional children subject to the availability of places may be applied for. Any decision to grant fee remission shall be at the sole discretion of the school and shall be exercised by the Governing Body. In the case of part time employees or employees who do not work the full year (for example, term time only employees), any fee remission will be pro-rata to the employee's weekly hours and to the number of weeks worked – it is assumed that a full week is 40 hours, and a full year is 45.4 weeks.
- The employment is subject to a probationary period of six months. During the probationary period, one week's notice will be required on either side after which two months' notice will be required.



About Lancing Prep Worthing

Lancing College Preparatory School at Worthing (LPW) is situated in approximately two acres of grounds in Broadwater, an area north of Worthing. The school is sited in a Grade II listed building with the oldest part of the building dating back some five hundred years. The Manor of Broadwater is mentioned in the Domesday Book.

Lancing Prep Worthing is one of the Lancing College family of schools complementing Lancing's prep schools in Hove and in Bury; together they cement the Lancing position as a leading senior school, with a trio of prep schools spreading along the coast from Brighton to Chichester and northwards into the South Downs.

Lancing Prep Worthing is a vibrant and nurturing independent school that offers a dynamic and enriching educational experience for children aged 2 to 13 years. Rooted in the values of kindness, curiosity, and ambition, the school fosters a culture where every child is known, supported, and inspired to thrive both academically and personally.

In May 2025, LPW was inspected under the Independent Schools Inspectorate's (ISI) new framework, which came into effect from September 2023. The school is proud to have received a highly successful outcome which affirmed the quality of the educational provision and pastoral care. In addition, LPW was named a Finalist for The Debrett's Education Award for Outstanding Pastoral Care, it received a Highly Commended Award for Best Learning Support in the Muddy Stilettos Best School Awards and was shortlisted for Small Independent School of the Year in 2025 and 2026.

The school combines high academic standards with a broad co-curricular programme. The dedicated staff work collaboratively to create a warm, inclusive environment where pupils are encouraged to explore their passions, develop resilience, and grow into confident, compassionate individuals.



Further Information

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to an enhanced DBS disclosure which the School considers satisfactory, the receipt of satisfactory references, the school's pre-employment medical questionnaire and sight of relevant original ID documentation and degree certificate(s).

Applicants who have lived outside of the UK in the past 10 years will be required to provide a Police Check from their country of residence. In addition, and where applicable, successful candidates will be required to produce a 'letter of professional standing' issued by the relevant professional regulatory authority as proof of past conduct.

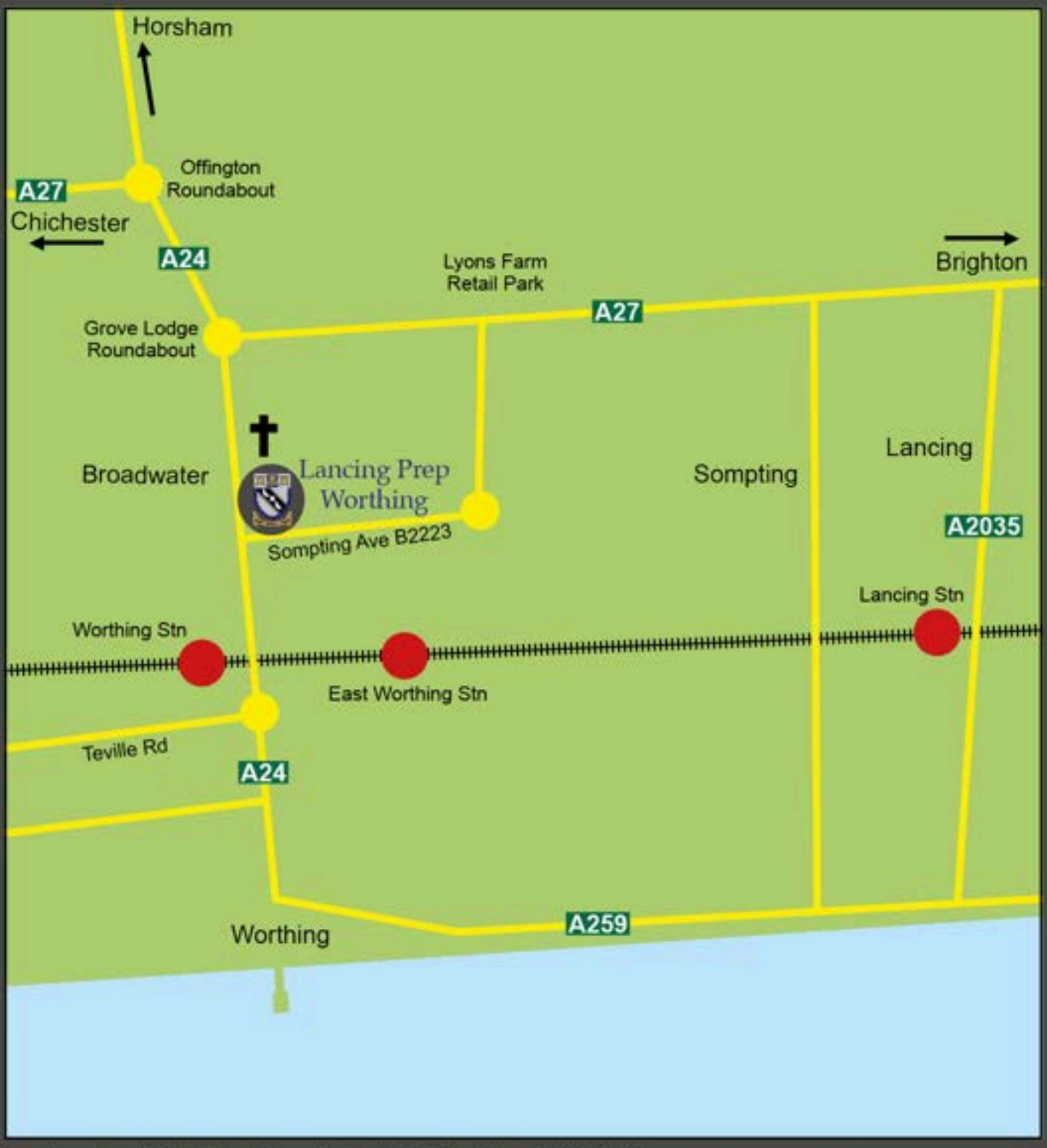
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Lancing College conducts online searches for shortlisted candidates. This check is undertaken based on the requirements set out in Keeping Children Safe in Education 2026. The check helps us to ensure safe and robust checks on the suitability of individuals to work within our School.

To minimise unconscious bias or potential discrimination issues, a person who will not be on the appointed interview panel will conduct the search and will only share information when findings are of a concern. The appointed panel may explore any concerns passed to them as part of our due diligence process.

The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands, and final warnings (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the school's objective assessment.

HOW TO FIND US



Lancing Prep Worthing, Broadwater Rd, Worthing BN14 8HU

Lancing Prep Worthing is located on Broadwater Road (A24) and Sompting Avenue (B2223) in Broadwater, Worthing, 100m from St Mary's Church.

For further enquiries about this position
or the application process, please contact:

Human Resources
E recruitment@lancing.org.uk **T** 01273 452 213

LANCINGPREPWORTHING.CO.UK