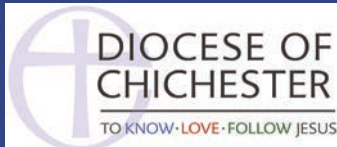




Hurst
EDUCATION TRUST



Appointment of **Deputy Nursery Supervisor**
From September 2026 | Candidate information



School overview

Ditchling (St Margaret's) CE Primary and Nursery School is a village primary with 244 children on roll, aged 2–11 years, currently organised across seven classes plus the Nursery.

We are a vibrant, caring and inclusive school. We pride ourselves on our friendly, welcoming atmosphere where children are happy, well-adjusted and challenged.

Within our community, all children and adults feel valued and are able to grow and learn in a supportive environment enriched by the Christian ethos of the school, giving everyone the opportunity to achieve the highest standards and be the best they can be.

Our vision is based on John 10:10 *"I have come that they may have life, and have it to the full."* Therefore, alongside ensuring all our children receive a high-quality academic education, by providing rich and stimulating opportunities, both within and outside of the curriculum, we are committed to enabling all of our children to develop as rounded individuals, with self-confidence and a developed sense of responsibility for themselves and others.

Ditchling (St Margaret's) is proud of its reputation for providing a safe and nurturing environment where each child reaches their full potential in their learning journey towards adulthood, celebrating all their achievements along the way, however big or small.

We are part of the Hurst Education Trust. As members of the Trust our children have access to the considerable facilities of Hurst College and our staff have access to a wide range of CPD opportunities with the College. We have, and continue to develop, strong collaborative links with the other Trust schools.

Please visit our website to find out more:
www.ditchlingprimary.co.uk



Hurst Education Trust

The Hurst Education Trust (HET) is a Multi-Academy Trust set up by Hurstpierpoint College in collaboration with the Diocese of Chichester. It exists to provide a unique offer to local schools in the Mid Sussex area.

Academic excellence is the foundation of a HET education, because we believe it opens doors to the future. Therefore every child is challenged and supported along the way in our friendly and warm community.

We are ambitious for each of our pupils and who they can become and we encourage each pupil to engage and enjoy all aspects of school life.

We want our pupils to learn the importance of certain values: a sense of duty, an awareness of right and wrong and a respect for others. We want pupils to be ambitious with a clear sense of purpose, to acquire a balanced view of life and develop into independent, mature individuals.

Schools within the Hurst Education Trust receive a high quality education support package focused on the journey to "Exceptional". There are also opportunities for HET Schools to work together on a range of areas from curriculum, SEN and teaching to sport, the arts etc. as well as to access some of the Hurst College facilities. Importantly, schools retain their individuality, including their name, uniform and branding.

The Trust and its schools are open, welcoming and inclusive, embracing pupils of all faiths and none, committed to the flourishing of all of its pupils.

Diversity will be celebrated and equal opportunities available to all. It is our belief that there are core common values universally recognised across faith boundaries, dignity, compassion, the removal of disadvantage and discrimination, empathy and encouragement which help foster and create a positive school environment in which all individuals can thrive and grow.

As ever

Tim Manly

CEO Hurst Education Trust

www.hurst.education

**School**

Ditchling (St Margaret's) CE Primary and Nursery School

Post

Deputy Nursery Supervisor
Full-time (term time), Permanent

Start Date

September 2026

Salary

East Sussex Single Status Grade 5

Responsible to

Headteacher

Role overview

As our nursery continues to grow, we are excited to be opening a new 2-year-old provision and are looking for an exceptional Room Lead to play a key role in its development.

We are seeking an enthusiastic, creative, and energetic practitioner who can think on their feet, use their initiative, and inspire both children and colleagues.

The successful candidate will work collaboratively with our experienced and nurturing staff team to create a warm, stimulating environment where every child can thrive.

As part of our school family, you will be supported by colleagues who share our commitment to perseverance, kindness, and respect in all that we do.



Duties and responsibilities

Key tasks

1. To plan, prepare and participate in a range of activities that promote each child's physical, intellectual and emotional needs to enable them to reach their full potential. To implement activities which encourage linguistic and social interaction between the children and their carers.
2. To act as key worker for a group of children, by observing, monitoring and accurately recording each individual's development.
3. To promote the philosophy of 'learning through play'.
4. To help children acquire self-help skills, including dressing, feeding, toilet training and an awareness of personal hygiene.
5. To support with the transition to mainstream education.
6. To communicate with parents/carers about the day to day needs of the children by fostering parental involvement and encouraging positive parenting skills.
7. To attend parent evenings/open days as required.
8. To attend staff and team meetings as appropriate.
9. To assist in the organisation of registers and staff rotas in order to ensure that staff/child ratios are maintained at all times.
10. To assist the Nursery Manager with the induction and support of staff in their roles.
11. To deputise for the Nursery Manager in his/her absence
12. To offer support and mentoring to students, trainees and volunteers, liaising with colleagues as required.
13. To ensure that the Nursery meets safety and hygiene requirements
14. To assist in ensuring that statutory requirements are met throughout the Nursery.
15. To keep up to date with developments in childcare and parent education through training as appropriate.
16. To maintain records and documentation which comply with statutory requirements.
17. To help ensure that the aims and objectives of East Sussex County Council's Early Years Childcare Programme are met within the Nursery.
18. To be aware of and respond to the school's Child Protection Policy, Confidentiality Procedures and all Nursery policies.
19. To ensure that everyone involved with the Nursery are treated as unique individuals with respect and full consideration, in line with the school's Equal Opportunities Policy.
20. To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.

All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification



Criteria	Qualities
Key Skills and Abilities	<ul style="list-style-type: none"> • Ability to follow instructions or work on own initiative as necessary • Ability to communicate effectively with parents, carers and other professionals • Able to converse at ease with customer and provide advice in accurate spoken English • Ability to keep accurate records • Ability to implement high health and safety standards • Ability to motivate team members • Ability to deputise for the Nursery Manager in his/her absence • Ability to work effectively as part of a team • Ability to establish positive relationships with children • Ability to promote a stimulating and secure environment for children
Education and Qualifications	<ul style="list-style-type: none"> • NVQ 3 in Childcare and Education or relevant equivalent • Evidence of further recent training/qualifications
Knowledge	<ul style="list-style-type: none"> • Working knowledge of the Children Act 1989 and current legislation • An understanding of children's development • An understanding of Birth to Three Matters and the Foundation Stage curriculum
Experience	<ul style="list-style-type: none"> • Experience of working in a childcare setting, including with children with special educational needs
Personal Attributes	<ul style="list-style-type: none"> • A commitment to giving children and families the opportunity to reach their full potential • A commitment to Equal Opportunities • Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge • A commitment to continuing professional development

Date (drawn up): November 2009
Reference of Officer(s) drawing up person specifications: JM



Apply

The application process

Prospective candidates are encouraged to make contact to discuss the role.

Visits to the School are warmly welcomed and highly recommended. If you would like to see the School or discuss the post prior to application, then please contact the school on **01273 844130**.

Interested candidates should submit a covering letter and completed application form to **Nikki Elliott, Headteacher** at office@ditchlingsch.co.uk

The closing date for applications is:
Monday 13th July 2026, 9.00am

Interviews will be held on:
Friday 17th July 2026

Safeguarding and equal opportunities

Hurst Education Trust 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, the receipt of satisfactory references, the pre-employment medical questionnaire, relevant original ID documentation and examination certificates. The Trust understands that a robust, fair and transparent recruitment and selection policy plays a central role in achieving this aim.

Terms and conditions

National School Teachers' Pay and Conditions apply.

Ditchling (St Margaret's) CE Primary and Nursery School

Lewes Road, Ditchling, East Sussex BN6 8TU

Hurst Education Trust

College Lane, Hurstpierpoint, Hassocks, West Sussex, BN6 9JS



www.hurst.education | www.ditchlingprimary.co.uk

Ditchling (St Margaret's) CE Primary and Nursery School, Lewes Road, Ditchling, East Sussex, BN6 8TU

Hurst Education Trust, College Lane, Hurstpierpoint, Hassocks, West Sussex, BN6 9JS