



# DUMPTON SCHOOL WIMBORNE



## Head of Nursery Recruitment Information





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## The School

Dumpton School is a Prep School in the heart of Dorset near the thriving market town of Wimborne, which offers an outstanding education to children aged 2 to 13 years old. The school has undergone a prolonged period of stability and success, and boasts superb, modern facilities, a strong roll of over 330 pupils, and a forward thinking and ambitious approach to education, recognised by ISI as having a “Significant Strength” in our most recent inspection. Dumpton recently announced a merger with Canford School, to become founder members of the Canford Schools Group, a new family of outstanding independent schools aiming to offer exceptional education across the region. Dumpton’s strength is built upon a brilliant staff team who work hard to create a superb environment for children to flourish and fulfil their potential, focusing on academic success as well as character education. Two core values – Be Kind and Aim High – play a fundamental in Dumpton’s special ethos and culture. This culture lies at the cornerstone of Dumpton’s mission – to be ‘a nurturing and aspirational environment where every child fulfils their academic and personal potential’.

## The Role

This is a unique opportunity for an outstanding and passionate Early Years leader to join one of the most highly regarded schools in the area. With our current Head of Nursery moving to pursue a classroom teacher role, we are looking for an exceptional candidate to oversee the running of our growing and thriving year-round Nursery and Pre-School, ensuring our outstanding provision continues to strengthen and develop. The chosen applicant will have excellent interpersonal skills in order to build outstanding relationships with colleagues and parents. Above all, they will be capable of leadership that ensures pupils in our Nursery and Pre-School (up to 55 pupils in total) are incredibly well cared for, whilst being stretched to fulfil their potential in these crucial early years of their lives. They will have the benefit of working in a highly supportive and positive environment that really values its staff, with significant support from a proactive, knowledgeable and caring leadership team, as well significant administrative support so that this role can focus on ensuring every child in the Nursery can truly flourish.



# Job Description

**Job Title:** Head of Nursery

**Reporting to:** Head of Early Years and Head of Pre-Prep

## **Main Duties:**

- To be responsible for the efficient running of the Pre-School and Nursery and overall delivery of a high-quality service.
- To ensure that the Pre-School and Nursery provides a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- To ensure that the Pre-School and Nursery plans an appropriate play based Early Years Foundation Stage (EYFS) curriculum which encompasses the full age range of the EYFS.
- Monitor and evaluate provision to ensure it is inclusive, meets individual needs and provides appropriate challenge and engagement.
- To take responsibility for planning and delegation of planning, informed by children's starting points, developmental needs and interests.
- To supervise and empower the Pre-School and Nursery staff, to develop their planning ideas in response to the needs of their own key children and to be confident in their interactions with parents.
- To use excellent strategies, including the school's RULER emotional literacy framework, to support pupils with their behaviour and social and emotional development.
- To oversee the assessment and tracking of children within the setting, regularly reporting any children of concern to the Head of Early Years and Head of Pre-Prep.
- To work with other professionals in the local area for the benefit of children and families.
- To act as a Deputy Designated Safeguarding Lead, joining the School's Safeguarding Team.
- To organise and participate in the Key Person system and ensure its effective implementation.
- To ensure all records are properly maintained in accordance with the policies and procedures.
- 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 work in partnership with SMT to update and review the self-evaluation and improvement plan.
- To plan and oversee release time for staff to undertake termly supervisions with the Head of Early Years.

This list of responsibilities is not exhaustive and the employee will be required to perform duties outside of this at the discretion of the Headmaster

# Person Specification

Personal Attributes/Skills	Desirable	Essential
Positive, can do attitude – someone who <b>aims high</b> in all that they do		✓
Friendly, empathetic manner – someone who is <b>kind</b> in all that they do		✓
Appropriate Childcare/Teaching Qualifications and Experience		✓
Proven team working ability		✓
Strong communication skills		✓
Passionate about the early years of children's lives, their education and the joy of childhood		✓
Ability to lead and inspire colleagues in EYFS		✓
An ability to create positive, proactive and supportive relationships with parents		✓
Good standards of literacy and numeracy, and excellent written and verbal communication skills		✓
Evidence of commitment to personal growth and professional development		✓
Passionate about the early years of children's lives, and the joy of childhood		✓
Experience of full EYFS age range – 0 to 5 years	✓	





## Further Information

- Based at Dumpton School, Wimborne, Dorset
- The term time (approximately 34 weeks) hours of work are 08:00 to 17:30 on Monday, Thursday & Friday and 08:00 to 16:15 on Tuesday & Wednesday.
- The holiday provision (approximately 13 weeks) hours of work are 08:00 to 17:30 Monday to Friday. There is flexibility on finish times for the right candidate.
- There is a generous provision for annual leave.
- Salary £34,000-£36,300 (depending on experience)
- The school is inclusive and committed to achieving equality of opportunity for our pupils – and we feel the same about our staff. We would actively encourage candidates of all backgrounds, experiences and perspectives to work at Dumpton, contributing to a rich, diverse staff team where our unique talents can contribute to our collective success.
- As per the latest Safer Recruitment guidance for education, the school will request references in *advance* of interviews – please contact us if this is an issue.

**The closing date for applications is 9am on Friday 2<sup>nd</sup> January 2026**

Candidates should send a cover letter and completed application form to [recruitment@dumpton.com](mailto:recruitment@dumpton.com) or by post marked for the attention of the Head of Pre-Prep, Dumpton School, Deans Grove House, Wimborne, Dorset BH21 7AF

**Interviews for short listed candidates are scheduled to take place on Wednesday 7<sup>th</sup> January 2026**

**The role will commence in February 2026, or later for the right candidate.**

*The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.*