

# Founding Nursery Manager

## Westfield School

### Job Information



## Founding Nursery Manager

**Location:** Westfield School Gosforth – part of The RGS Newcastle Group of Schools.

**Required as soon as possible.**

### **An exciting opportunity to build something exceptional...**

The Royal Grammar School, Newcastle is embarking on an exciting new chapter as it develops **Westfield Nursery** into a premium, year-round nursery providing exceptional care and education for children from babies through to school age.

This is far more than a Nursery Manager role.

It is an opportunity to help shape a brand-new nursery, influence its culture, develop an inspiring curriculum and create an outstanding learning environment from the very beginning.

Working alongside the leadership team, you will play a pivotal role in preparing the nursery for opening, including Ofsted registration, supporting the mobilisation of the new provision and establishing a setting recognised for excellence in early years education.



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Job Description: Founding Nursery Manager (Westfield School)

Closing Date: 9.00am Wednesday 9<sup>th</sup> September 2026 (**Early Applications Encouraged**)

Queries: Mrs Nikki Miller (Director of Finance and Operations) [jobs@rgs.newcastle.sch.uk](mailto:jobs@rgs.newcastle.sch.uk)

## About The Role

As Nursery Manager, you will provide inspirational leadership for the nursery, creating a culture where children, families and colleagues thrive.

You will work closely with the Royal Grammar School leadership team to:

- Lead the development of a high-quality nursery for children from babies through to school age.
- Prepare the nursery for successful Ofsted registration and inspection.
- Recruit, develop and inspire an exceptional staff team.
- Create a curriculum that reflects best practice in early years education whilst complementing the wider ethos of the Royal Grammar School.
- Develop outstanding relationships with children, families and the wider school community.
- Embed high standards of safeguarding, quality and regulatory compliance.
- Support occupancy growth through an exceptional parent experience.
- Create an environment where children develop confidence, curiosity and a lifelong love of learning



## About You

We're looking for someone who combines strong operational leadership with a genuine passion for early years education. You will have:

- A minimum Level 3 qualification in Early Years/Childcare (or equivalent full and relevant qualification).
- Significant leadership experience within a nursery or early years setting.
- Excellent knowledge of the Early Years Foundation Stage (EYFS).
- Experience of working with Ofsted and maintaining high standards of compliance and quality.
- A proven ability to lead, motivate and develop teams.
- Strong organisational and communication skills.
- A commitment to delivering exceptional outcomes for children and families.

Experience of opening a new nursery, managing change or supporting Ofsted registration would be advantageous, although not essential.

## Why Join Us?

This is a rare opportunity to be part of something truly special. You'll have the opportunity to:

- Help create a brand-new nursery from the ground up.
- Influence the vision, culture and curriculum.
- Work within the prestigious Royal Grammar School community.
- Build an exceptional team.
- Shape the learning environment and parent experience.
- Develop innovative approaches to early years education.
- Make a lasting impact on generations of children and families.

If you are an ambitious early years leader looking for your next challenge and would like to play a key role in creating one of the region's leading nursery settings, we would love to hear from you.

## Westfield School

Founded in 1960, Westfield places great emphasis on combining academic excellence with educating the whole person. The school gives real value to every child so that they will enjoy a feeling of security, a sense of belonging and will develop a belief of their own worth, whatever their individual strengths and qualities.

Westfield is dedicated to producing happy, self-confident, well-balanced young individuals, international in their outlook and ready to face a world full of opportunity and adventure.



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## Progression into Junior House

At Westfield, we believe the early years of education should be as joyful as they are purposeful. The Westfield nursery will provide the ideal platform for children progressing to school, whether this is to Westfield's Junior House (co-educational, from Reception to Year 6), the RGS Junior School (from Year 3 to Year 6), or any other local schools in Newcastle. Whichever route is the most appropriate for the individual, the Westfield nursery will offer a warm, ambitious and inclusive environment which gives babies and young children the very best start.



## Person Specification

The Nursery Manager will be responsible for leading and managing a high-quality early years childcare provision operating for 51 weeks per year. The role includes strategic development, operational leadership, staff management, safeguarding, and ensuring compliance with the EYFS and Ofsted requirements. The postholder will oversee the transition from a term-time only educational model to a full-year service.

| Category              | Essential Criteria                                                                                                                                                                                                                                                                                                      | Desirable Criteria                                                                                                                                                                                                                                                                                                      |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications</b> | <ul style="list-style-type: none"> <li>➤ Level 3 Early Years qualification</li> <li>➤ Paediatric First Aid (or willingness to obtain)</li> <li>➤ DSL training (or willingness to obtain)</li> </ul>                                                                                                                     | <ul style="list-style-type: none"> <li>➤ Level 5+ Early Years qualification</li> <li>➤ Leadership/management training</li> <li>➤ SENDCo training</li> </ul>                                                                                                                                                             |
| <b>Experience</b>     | <ul style="list-style-type: none"> <li>➤ Minimum 2 years in a senior early years role</li> <li>➤ Commercial understanding of budgets, etc</li> <li>➤ Experience leading staff teams</li> <li>➤ Experience with EYFS, Ofsted, safeguarding</li> <li>➤ Experience managing rotas, ratios, and daily operations</li> </ul> | <ul style="list-style-type: none"> <li>➤ Experience opening or expanding a nursery</li> <li>➤ Experience managing occupancy</li> <li>➤ Experience with 51-week and/or extended-hours provision</li> <li>➤ Experience of staff recruitment and performance management</li> <li>➤ Safeguarding lead experience</li> </ul> |
| <b>Knowledge</b>      | <ul style="list-style-type: none"> <li>➤ Commitment to safeguarding and promoting the welfare of children</li> <li>➤ Strong understanding of EYFS</li> <li>➤ Knowledge of Ofsted inspection framework</li> <li>➤ Understanding of safeguarding legislation</li> </ul>                                                   | <ul style="list-style-type: none"> <li>➤ Knowledge of local childcare market and funding models</li> <li>➤ Understanding of business planning in early years</li> <li>➤ Knowledge of SEND processes and multi-agency working</li> </ul>                                                                                 |
| <b>Skills</b>         | <ul style="list-style-type: none"> <li>➤ Strong leadership and communication</li> <li>➤ Ability to manage change and motivate staff</li> <li>➤ Excellent organisational skills</li> <li>➤ Confident decision-making</li> <li>➤ Ability to build strong parent partnerships</li> </ul>                                   | <ul style="list-style-type: none"> <li>➤ Marketing and community engagement skills</li> <li>➤ Financial management and forecasting</li> </ul>                                                                                                                                                                           |

|                            |                                                                                                                                                                                                                  |                                                                                                                           |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>Personal Attributes</b> | <ul style="list-style-type: none"> <li>➤ Warm, nurturing, child-centred</li> <li>➤ Professional and resilient</li> <li>➤ Flexible and solution-focused</li> <li>➤ Committed to continuous improvement</li> </ul> | <ul style="list-style-type: none"> <li>➤ Creative thinker</li> <li>➤ Passionate about developing new provision</li> </ul> |
| <b>Other Requirements</b>  | <ul style="list-style-type: none"> <li>➤ Enhanced DBS</li> <li>➤ Ability to work across extended hours as needed</li> <li>➤ Full driving licence</li> </ul>                                                      |                                                                                                                           |

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## Living in The North East

Whilst the North East is beloved and popular with so many, we know that not everyone will have had first-hand experience of it, so this is a short introduction to a city and region which we love, and believe you will too. Newcastle is a medium-sized city with an historic centre and a vibrant life of its own. There's culture and arts in the form of the award-winning BALTIC Art Gallery and The Glass House, alongside several theatres that attract national touring productions. There's music from classical to club and we are home to the Royal Northern Sinfonia. There's also a growing food culture with some fantastic restaurants.

If you like sport then there's certainly no shortage of top-class entertainment: from Premier League football being played at St James' Park and the Stadium of Light to first class cricket at Durham (a mere half hour away), and great rugby at Newcastle Red Bulls, not to mention basketball and even ice hockey, and then there is the annual Great North Run. The North East has also produced some of the country's finest athletes in track and field and there are clubs aplenty to get involved with, most famously in Gateshead.

The coast and the hills are minutes away from the city centre. By car you can be in the middle of nowhere in 45 minutes, the Scottish Borders is only an hour away and the Lake District an hour and a half. The coast is served by the Metro (our version of the Tube), but some of the country's best beaches are up the road in Northumberland, less than 40 minutes by car. There's mountain biking, road cycling, climbing, and endless hill walks in stunning countryside. There are green spaces all over the city too, with plenty of parks for children and dogs alike to run around.

There are three local teaching hospitals, two universities in the city with another three close by. Some pioneering medical work goes on at the RVI, Great North Children's Hospital and the Freeman Hospital.

History abounds with more castles than you could count and sites of interest for almost every period of English (and border) history. Add that to a proud, independently minded, and very friendly local population and we have most things you could want.



## Main Terms and Conditions

- The start date for this role will be as soon as possible following completion of the School's Safer Recruitment checks.
- Westfield Nursery is a wholly owned subsidiary of the RGS Newcastle Schools Group. The post holder will be the nominated individual for Ofsted purposes and will report to the Director of Finances and Operations.
- This is a permanent role with the school, and the successful candidate will be employed on an all-year-round contract which includes attendance on all staff days and training days throughout the year.
- The successful candidate will also be expected to work the mandatory safeguarding training day in September each year, which is compulsory for all staff.
- The successful candidate may also be required to work limited special events in school with advance notice being given by the school.
- Flexibility is essential to meet the operational needs of a nursery open for extended hours.
- **Salary:** £45,000 – 50,000 per annum. The actual salary will be chosen to reflect the experience and skills offered by the successful candidate.
- Holiday: 28 days including bank holidays
- The employee will be required to comply with a range of policies, in particular, those regarding Data protection, use of ICT facilities, Child Protection, Staff Code of Conduct and Health and Safety, a copy of which will be made available.

## What We Offer

- For non-teaching staff we offer a support staff pension scheme, The Aviva Pension Trust for Independent Schools (APTIS) and membership to life assurance scheme through Aviva which pays out 5x annual salary in the event of death in service.
- The employee will become eligible for sick pay under the RGS Support Staff Sick Pay Scheme after a qualifying period. Details of the scheme will be provided on appointment.
- The school offers an optional healthcare plan for all staff which includes optical, dental and physio cover, access to telephone GP consultations and a host of other benefits (terms and conditions apply). Further information will be available to the employee once in post.
- Access to a 24/7 confidential telephone counselling service.
- Discounted school fees within the RGS Newcastle Group of Schools, subject to their children meeting applicable academic entry requirements and subject to a place being available.
- Ongoing educational support and development of all staff with the provision of external and internal training courses.
- We offer an interest free travel loan for a corporate Metro travel pass after a qualifying period. Further information will be available upon starting in post.
- We offer a Bike to Work scheme for qualifying members of staff. Terms and conditions apply. Details will be shared upon starting.
- Opportunity to see free school productions in the RGS Miller Theatre located in our Performing Arts Centre.
- Supportive and friendly community and staff social events throughout the year.

## How To Apply

For all general enquiries or to arrange a chat about this opportunity, please email Mrs Nikki Miller (Director of Finance and Operations) via [jobs@rgs.newcastle.sch.uk](mailto:jobs@rgs.newcastle.sch.uk)

Please visit [www.rgs.newcastle.sch.uk/join-us/work-with-us](http://www.rgs.newcastle.sch.uk/join-us/work-with-us) to access our application form and further information for applicants.

**Applications should be emailed directly to [jobs@rgs.newcastle.sch.uk](mailto:jobs@rgs.newcastle.sch.uk) no later than 9.00am Wednesday 9<sup>th</sup> September 2026.**

**Please include:**

- 1. A covering letter**
- 2. A fully completed RGS application form.**

We will hope to make the appointment as soon as possible following interview, offering the post and gaining acceptance, so applicants should arrive for interview with a clear idea of what would be involved in moving to the area (if necessary).

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## Safeguarding and Safer Recruitment

The RGS Newcastle Group of Schools is committed to the safeguarding of children and promoting the welfare of children and young people and expects all staff, volunteers and those working in school to share this commitment. The school applies the Government's Keeping Children Safe in Education Safer Recruitment procedures to all candidates including appropriate pre-interview checks on shortlisted candidates and pre-employment checks pending any offer. More information regarding the checks can be found in our Information for Applicants [here](#), and ['Keeping Children Safe in Education' \(September 2025\)](#)

## Equal Opportunities

We are looking to appoint staff from a wide variety of backgrounds. Not just because it is the right thing to do but because we recognise that those different experiences provide fresh perspectives, opportunities to challenge existing beliefs and provide opportunities to act as excellent role models for our diverse student body. We are committed to creating an inclusive and diverse school culture and our staff are at the heart of this. We are proud to be an equal opportunities employer, and all qualified applicants will receive consideration for employment regardless of neurodivergence, age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

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We strive to achieve a diverse workforce, fully representative of our pluralistic society and the ethnic make-up of the student population in the UK. People of colour are under-represented on our staff team. We are keen to attract applicants from a diverse pool of candidates and determined to be a fully inclusive employer, and a great workplace for people of Black, Asian, and ethnic minority heritage as well as White heritage.

We encourage all candidates to complete an 'equal opportunities' form with your application. This will be sent directly to the HR team for monitoring purposes.

## CONTACT DETAILS

Royal Grammar School, Eskdale Terrace, Newcastle upon Tyne, NE2 4DX

Tel: 0191 281 5711

Enquiries about the role: [jobs@rgs.newcastle.sch.uk](mailto:jobs@rgs.newcastle.sch.uk)

[www.rgs.newcastle.sch.uk](http://www.rgs.newcastle.sch.uk)



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