

THE RGS NEWCASTLE GROUP



Nursery Manager Westfield School **Job Information**



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Nursery Manager

Location: Westfield School Gosforth – part of The RGS Newcastle Group of Schools
Required as soon as possible

SUMMARY

Westfield School is launching an ambitious new nursery and is seeking an outstanding Nursery Manager to lead its establishment, growth and long-term development. This is a rare and exciting opportunity to shape the vision, culture and day to day operation of a high-quality new provision within an independent school, set in exceptional surroundings.

THE POSITION

We are excited to be developing a brand-new, year-round nursery, for up to 60 children aged 6 months to school age, opening on our vibrant and welcoming Westfield School site in the heart of leafy Gosforth. The new, extended nursery will offer outstanding early years care and education to an extended age range, for 51 weeks a year.

We are seeking an exceptional and highly experienced Nursery Manager to lead this exciting development from inception and to shape the long-term vision and success of the nursery. This is a unique opportunity for a dynamic, forward-thinking and commercially astute early years professional to establish and grow a high-quality provision within a supportive and aspirational independent school environment.



Job Description: Nursery Manager (Westfield School)

Closing Date: 9.00am Monday 01st June 2026

Queries: Mr Neil Walker (Headmaster - Westfield School) westfield@westfield.newcastle.sch.uk



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About the Role

Reporting to the Head of Westfield School, the Nursery Manager will be responsible for the leadership and development of the nursery, including to:

- Lead the growth, financial sustainability and reputation of the nursery;
- Lead, inspire, and develop a high-performing nursery staff team;
- Ensure exceptional standards of care, education, and safeguarding;
- Manage the nursery resources and ensure long-term financial sustainability;
- Drive recruitment, admissions, and retention of children;
- Shape policies and systems, maintain compliance with all statutory and regulatory requirements;
- Create an enriching, nurturing, and stimulating learning environment.

As the nursery enters an exciting phase of expansion, the successful candidate will have a key role in developing its ethos, structures, systems, and reputation as the provision grows.



About You

We are looking for a professional who is:

- An experienced early years leader with substantial nursery or EYFS management experience
- Qualified at Level 3 or above (Level 5/6, EYTS/EYPS desirable)
- Highly knowledgeable in EYFS, safeguarding, SEND and compliance
- Confident managing budgets, staffing, and operational planning
- Warm, enthusiastic, and committed to delivering excellence for children and families
- Commercially aware, proactive, and excited by the opportunity of building a new setting

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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.



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.

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Why Join Westfield School?

- The chance to expand and enhance our nursery from the ground up
- Supportive senior leadership and access to the wider school community
- Strong commitment to professional development
- An opportunity to create an outstanding early years environment for children to thrive.





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
Qualifications	<ul style="list-style-type: none"> • Level 3 Early Years qualification • Paediatric First Aid (or willingness to obtain) • DSL training (or willingness to obtain) 	<ul style="list-style-type: none"> • Level 5+ Early Years qualification • Leadership/management training • SENDCo training
Experience	<ul style="list-style-type: none"> • Minimum 2 years in a senior early years role • Commercial understanding of budgets, etc • Experience leading staff teams • Experience with EYFS, Ofsted, safeguarding • Experience managing rotas, ratios, and daily operations 	<ul style="list-style-type: none"> • Experience opening or expanding a nursery • Experience managing occupancy • Experience with 51-week and/or extended-hours provision • Experience of staff recruitment and performance management • Safeguarding lead experience
Knowledge	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children • Strong understanding of EYFS • Knowledge of Ofsted inspection framework • Understanding of safeguarding legislation 	<ul style="list-style-type: none"> • Knowledge of local childcare market and funding models • Understanding of business planning in early years • Knowledge of SEND processes and multi-agency working
Skills	<ul style="list-style-type: none"> • Strong leadership and communication • Ability to manage change and motivate staff • Excellent organisational skills • Confident decision-making • Ability to build strong parent partnerships 	<ul style="list-style-type: none"> • Marketing and community engagement skills • Financial management and forecasting
Personal Attributes	<ul style="list-style-type: none"> • Warm, nurturing, child-centred • Professional and resilient • Flexible and solution-focused • Committed to continuous improvement 	<ul style="list-style-type: none"> • Creative thinker • Passionate about developing new provision
Other Requirements	<ul style="list-style-type: none"> • Enhanced DBS • Ability to work across extended hours as needed • Full driving licence 	



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.
- The post holder will report to the Head of Westfield School.
- 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:** Competitive. 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.



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HOW TO APPLY

For all general enquiries or to arrange a chat about this opportunity, please email Mr Neil Walker (Headmaster at Westfield School) <mailto:westfield@westfield.newcastle.sch.uk>

Please visit 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 no later than 9.00am Monday 1st June 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).

Safeguarding and Safer Recruitment

The RGS Newcastle Group 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.

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.

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CONTACT DETAILS

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

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