



The Abbey



Nursery Manager

This is a full time, maternity cover contract, with a provisional start date of October 2026 for up to 18 months.





To be responsible for the provision of care and education for Nursery and Reception students and the overall management of Early Years provision at The Abbey all year round.

We are seeking a Nursery Manager to join our wonderful Abbey community on a full time, maternity cover contract for up to 18 months.

Introduction



The Abbey



<https://vimeo.com/1010491740>





Welcome from the Head of The Abbey Junior School

The Abbey Junior School is a vibrant, nurturing community where girls are encouraged to be themselves, explore their passions and achieve extraordinary things every day.

From their very first steps with us in Little Knellies Nursery, our students benefit from exceptional teaching, excellent facilities, resources and a wide-ranging curriculum delivered by dedicated form teachers and specialists. Strong links with our Senior School create a seamless, stimulating learning journey that supports each girl's academic growth from the very beginning.

Our curriculum is rich, diverse, and designed to spark curiosity, creativity and a lifelong love of learning. Rooted in real-world experiences and hands-on discovery, it fosters confidence, independence and a deep sense of global awareness, preparing our girls to thrive in an ever-changing world.

Wellbeing is at the heart of all we do. We believe that children learn best when they feel happy, safe and valued. With small class sizes and a warm, inclusive atmosphere, each girl is known and supported as an individual. This personalised approach helps every child flourish academically, socially and emotionally.

Above all, we want our students to come to school each day with a sense of excitement.

We warmly invite you to come and visit and see for yourself what a special place The Abbey is.

Mrs Beccy Newton



Role Description

Key Responsibilities

- Responsible for the day to day management of Knell House (our Early Years Centre) to ensure all Nursery students receive the very best experience and are able to celebrate and enjoy the nursery curriculum offered.
- Ensure the wellbeing, safety, security and care of the students.
- Liaise with the School's DSL and DDSLs with regards to any safeguarding requirements and wider liaison with partnership agencies.
- Plan and implement an inquiry-based curriculum with teaching colleagues that celebrates the diversity of the school and enables all students to be stimulated, engaged and enjoy learning.
- Plan and lead Holiday Provision.
- Manage assessment and recording of the students' personal, social, emotional, physical and academic development.
- Ensure that all early years compliance requirements are met in accordance with the early years legislation and that the nursery is inspection ready.
- Review and update nursery policies ensuring that they are up-to-date and reflect any statutory changes.
- Liaise with parents and carers to ensure that students are welcomed and supported and have a positive experience of learning at The Abbey.
- Manage the nursery staffing team ensuring correct adult to child ratios are maintained and professional development and training is undertaken.
- Work in partnership with the Marketing and Admissions team to promote the nursery.
- Plan and lead all Nursery events.
- Liaison with other neighbouring nurseries and schools to promote the transition process.
- Liaison with school teams including Estates and Business and Operations to ensure the building is run and managed effectively.



Person specification

- Experience within a childcare setting.
- A genuine love and passion for working within early years creating a sense of joy, fun and creativity for the students in their nursery environment.
- An enthusiastic and proactive leader who has an excellent understanding, application and delivery of early years education, particularly within a nursery setting.
- Excellent communication and interpersonal skills with an ability to adapt communication styles and approaches with different groups/individuals.
- Initiative, energy and the ability to connect within and beyond the early years setting to promote and celebrate the nursery in all contexts.
- A commitment to team working and supporting colleagues in working together to ensure continuous improvement and the delivery of high levels of achievement and attainment for all students.
- A demonstrable commitment to excellent customer care, with a focus on ensuring positive and professional experiences for families, external stakeholders and partners.
- Demonstrating and exemplifying the School's key purpose, to equip students to live with confidence, purpose and joy, and the School values of courage, honesty and kindness.
- Exemplary pastoral and safeguarding practice.

Qualifications

- Level 5 Childcare qualification (NVQ5, EYTS) or QTS
- Leadership qualification (desirable)
- Recent and relevant experience within a nursery and childcare setting.





Location, estates and facilities

The Abbey's town centre location places us at the heart of a thriving, busy and diverse community, whilst our extensive coach network helps us provide accessibility from locations across Oxfordshire and Berkshire for both Junior and Senior girls.

As one of the most vibrant towns in the UK, with a focus on technology and innovation industries, Reading offers wonderful opportunities, from the glories of the Chilterns and the Thames, and beautiful parks, to outstanding shopping and a constantly evolving cultural and restaurant scene.



Whilst we embrace the benefits of being a town centre school, with a solid urban vibe, we have excellent sporting facilities, with astros, tennis courts, netball courts, a large gymnasium, and an impressive fitness suite. These facilities are supplemented by partnerships with Reading University, Reading Rowing club at the Redgrave Pinsent rowing lake, and other excellent local facilities. We were delighted to host the national GSA event of Girls go Gold in September 2023.

Governors have made a substantial investment in the estate over the past few years. Our Junior School has been extended and remodelled, with imaginative new spaces to enable girls to go way beyond a conventional curriculum, the recent refurbishment of Knell House provides a welcoming and age-appropriate setting for Little Knellies nursery. The buildings sit in the Christchurch Conservation area, five minutes up the hill from the Senior School.

Our heated indoor pool, complete with diving boards, is in the heart of our Senior School building and all girls, including the very youngest, have timetabled swimming and other water activities.

All our classrooms are well equipped to support effective teaching and learning, including IT resources to support the school's one to one digital device policy.



Terms of appointment

An excellent remuneration package commensurate with the importance of the role and the experience of the successful candidate will be offered.

All eligible, non-teaching employees will be automatically enrolled into the non-contributory Group Pension Scheme, run by ReAssure after 3 months employment with the school. The School contributes 8.35% of the monthly salary into the pension scheme.

Appointment process and how to apply

Applicants should complete The Abbey's application form and provide a covering letter which fully addresses the competencies as described in the job description and person specification and outlines their interest in The Abbey.

The Abbey is committed to safeguarding and promoting the welfare of children. The successful candidate must be willing to undergo an enhanced disclosure through the Disclosure and Barring Service.

Protecting your personal data is of the utmost importance to The Abbey and we take this responsibility very seriously. The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to assist our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection policy.

If you succeed in your application and take up employment with The Abbey, the information will be used in the administration of your employment. We may check the information provided by you on this form with third parties.



Abbey Life & Benefits



The Abbey



3 Course Meal
Dining



Electric Vehicle
Leasing Scheme



Free Parking



Cycle to Work
Scheme



Sports Facilities



Employee Assistant
Programme (EAP)



Pension



Income Protection



Family Friendly
Policies



Concessions &
Discounts



Private
Healthcare
Scheme



Interest Free
Ticket Loan



Professional
Development



Staff Accommodation
(subject to availability)



IT equipment &
Resources



Key dates

