



ROYAL
HOSPITAL
SCHOOL



RECRUITMENT PACK FOR THE ROLE OF **NURSERY MANAGER**

As soon as possible

EMPLOYMENT STATUS	Permanent/Full Time
SALARY	Up to £47,000 gross p.a, depending on skills, plus bonus structure after probation
CLOSING DATE FOR APPLICATIONS	09:00 on Monday 1 June 2026
INTERVIEW DATE(S)	Interviews will take place on a rolling basis as applications are received

JOB DESCRIPTION

Nursery Manager	
Overview	The role of the Nursery Manager is to provide professional leadership and management of the nursery, to effectively manage the day to day running of the nursery and to deliver the highest standards of care and education.
Reporting to	Headmaster and Head of Nurseries (ILG)
Employment status	Permanent, full-time employee.
Salary/Pay Band	Up to £47,000 gross per annum, depending on skills and experience, plus bonus structure after probation.
Hours per week / weeks per year	40 hours per week/52 weeks per year
Key Responsibilities	<p>Childcare and Education</p> <ul style="list-style-type: none"> • Promote high standards of quality within the nursery in respect of the environment, resources and experiences offered to children. • Ensure that children attending the nursery receive rich and stimulating experiences appropriate to their age and stage of development. • Ensure practice and provisions in the nursery meets the requirements of the Early Years Foundation Stage. • Ensure that children are kept safe and that staff understand, and when necessary, follow Safeguarding Procedures. Assumes the role of Designated Safeguarding Lead. • Promote and facilitate partnerships with parents/carers and other family members. • Support the development of good practice with regards to special needs and inclusion. • Support pre-school staff in delivering the Foundation Stage; ensure that provision in the nursery meets the requirements of the local authority in relation to nursery grant funding for three and four-year olds. • Establish, develop and maintain a highly professional working relationship with relevant local authority department, regulatory bodies and other agencies. • Create a culture of self-evaluation and reflective practice throughout the nursery. <p>Operational</p> <ul style="list-style-type: none"> • Facilitate inspections by regulatory bodies and implement any recommendations. • Agree and deliver occupancy targets. • Ensure accurate reporting in respect of occupancy, quality and standards.

- Provide support to other nurseries within the group.

Staff

- Recruit, induct, support, train and appraise all nursery staff to ensure delivery of high quality childcare practice.
- Develop a well-qualified and experienced team able to meet and exceed all relevant standards.
- Identify training needs; develop training plans and evaluate training undertaken by staff.
- Develop open and positive working relationships with staff.

Finance

- Manage staff costs with regard to budget projections.
- Maintain accurate records and accounts for the nursery and produce management information as required.
- Control costs in line with agreed budgets.
- Understand and utilise management systems and information to maximise commercial benefits.

Marketing

- Proactively represent RHS and advance its interests in the local community.
- Promote the nursery to current parents and potential customers.
- Be responsible for ensuring that all complaints and concerns are actively resolved in a timely manner and these are reported to the Head of Nurseries.

Health and Safety

- Manage the day-to-day operation in order to ensure the health and safety of the children, their parents and carers, the team and visitors to the nursery.
- Be fully aware of emergency and security procedures.
- Be responsible for ensure the nursery remains compliant in respect of suitably trained staff with relevant first aid qualifications.
- Be responsible for ensuring that all staff receive health and safety training.
- Adhere to the health and safety policy and procedures.

Other Responsibilities

- Responsible for all the administrative duties associated with the nursery, such as maintaining children's records, ordering equipment, maintaining inventories and keeping personnel records.
- Adhere to all School policies and procedures.
- Undertake an enhanced DBS check with access to the children's barred list.
- Undertake any other duties as reasonably requested by management.
- Uphold confidentiality at all times when handling a data and sensitive child information.
- Demonstrate a commitment to evaluation and continuous improvement, identifying opportunities to evolve activity and explore new initiatives.
- To ensure the safeguarding and wellbeing of children and young people at RHS, in accordance with School policies.
- To adhere to School policy on safeguarding and updating training as required.

The duties and responsibilities of this role may evolve over time, in line with the needs of the School.

Safeguarding

- Inspired Learning Group committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment.
- Applicants must be willing to undergo child protection screening, as all new staff will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment, two satisfactory references and registration with the Disclosure and Barring Service (DBS).

PERSON SPECIFICATION

Nursery Manager		
	Essential	Desirable
Education and qualifications	<p>Minimum Level 3 qualification in Children and Young Peoples Workforce or equivalent.</p> <p>Pediatric First Aid.</p>	Food Hygiene Certificate.
Experience	<p>Solid experience of working in a Nursery setting, ideally including as a Nursery Manager.</p> <p>Excellent working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance.</p> <p>Knowledge and proven practical experience of implementing good quality learning opportunities.</p>	Experience of leading a specific specialist area e.g. SENCO.
Skills and Knowledge	<p>Knowledge and understanding of room organisation, learning strategies, setting up and managing a free flow environment.</p> <p>Understanding of and ability to apply EYFS welfare, learning and development requirements, planning for learning in the EYFS and the ability to lead planning.</p> <p>Understanding of and ability to apply the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection.</p> <p>Appreciate the positive links necessary between the Nursery and all its stakeholders.</p> <p>Able to use ICT to effectively support the teaching and learning and to monitor children's progress.</p>	<p>Knowledge and understanding of the use of a range of media to teach and assess children's progress.</p> <p>A commitment to quality in all areas, with a high level of motivation and enthusiasm.</p> <p>Able to perform under stress.</p> <p>A creative thinker.</p>

	<p>Ability to write reports and keep clear and accurate records.</p> <p>Effective team leadership.</p> <p>Excellent organisational skills.</p> <p>Administrative and IT skills across Microsoft Office.</p> <p>Able to work on own initiative.</p> <p>Be an effective team player that works collaboratively and effectively with others.</p> <p>Excellent interpersonal skills, communicating (verbally and in-writing) effectively to a wide-range of audiences, including with children and parents.</p> <p>Support, motivate and inspire both colleagues and children by leading through example.</p> <p>Calm and caring nature.</p> <p>Confidence, warmth, sensitivity, reliability and enthusiasm</p> <p>Reliable, enthusiastic, and flexible.</p> <p>Empathy and understanding of children under five.</p> <p>Suitability to work with children.</p>	
<p>Equal Opportunities and Commitment</p>	<p>Commitment to equality of opportunity for all.</p> <p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"> - safeguarding and child protection equalities - promoting the school's vision, values and ethos - high quality, stimulating learning environment - relating positively to and showing respect for all members of the school and wider community - ongoing relevant professional self-development. 	

Additional Requirements	A commitment to the aims and ethos of The Royal Hospital School Able to work flexibly in response to the needs of the role as some occasional evening and weekend work may be necessary.	
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THE BENEFITS



PENSION

Pension Scheme



FEE REMISSION

School/Nursery fee remission subject to the normal admissions criteria (pro rata for part time staff)



USE OF FITNESS FACILITIES

Fitness suite, 9 hole golf course, tennis courts and other sports facilities. Opportunity to engage in staff sports activities including weekly 5-a-side football, staff cricket team and staff climbing sessions.



HEALTH PROVISION

Health plan that provides significant coverage such as optical, dental, dental accident, chiropody, therapy treatments and health club concession. Access to Doctor line from anywhere in the world, scanning such as MRI, CT and PET scan. Employees Assistance confidential helpline.



PROFESSIONAL DEVELOPMENT

There are plenty of opportunities for staff development, including INSET.



DEATH IN SERVICE

The school has a Death in Service benefit of 1 x basic salary.



MEALS

Lunch provided during term time.



CYCLE TO WORK

Access to the Cycle to Work scheme.



COMMUNITY

You are joining a ready-made community where people are more than just colleagues. From the staff bar, The Clubhouse, to wreath making, wine tasting, quiz nights, safari suppers, and more (additional costs may apply) - this is a wonderful community to be a part of.



WESTFIELD REWARDS

Discounts from various high street and online outlets.



ONSITE PARKING

Free onsite parking.



REFER A FRIEND SCHEME

Refer a friend scheme up to £750.

Full details and terms & conditions are available on request.

HOW TO APPLY

APPLICATION PROCEDURE

Please follow the link on our website to complete a job application form and submit a covering letter (no more than two sides of A4), including details of two referees.

Applicants should provide within their personal statement an explanation of how and where they have experience in the areas and skills listed in the person specification.

If you have any queries regarding this role, or require any assistance with the application process, please contact the HR Manager on recruitment@royalhospitalschool.org or 01473 326200.

The Royal Hospital School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a DBS check and references.

NOTE: Although this document is designed to give a fair picture of the nature of the role and conditions of employment, it does not represent a legally binding contract. A separate contract of employment will be submitted for that purpose upon receipt of references and acceptance of a verbal offer made to the successful candidate.

