

Position of  
**NURSERY MANAGER**

Little Phoenix Nursery  
Yarm School, North Yorkshire



**YARM SCHOOL**

EDUCATING FOR LIFE



## PREPARING FOR OPENING - ESTABLISHING EXCELLENCE

This is the start of an exciting journey for Yarm. It is an extraordinary chance to leave a lasting legacy by building a thriving nursery that sets the benchmark for quality childcare and early years education.

The Nursery Manager appointment will be made ahead of the projected opening in autumn 2026 and will be instrumental in leading the successful planning, preparation and launch of the provision. In this crucial development phase, the post holder will take responsibility, with support and guidance from the Nursery Strategy Team, for project managing all aspects of the new nursery, from establishing policies, procedures, and compliance frameworks, to ensuring the facilities, resources, and systems are fully in place and ready for operation.

A key priority will be the recruitment and development of the right staff team. The Nursery Manager will lead the recruitment, induction, and training processes to build a high-performing workforce that embodies the nursery's values and delivers outstanding care and education. Working in close partnership with the Nursery Strategy Team, the role will involve shaping the vision and culture of the setting, ensuring readiness for regulatory inspection, and building strong relationships with potential families and external partners.

A significant aspect of this role will be driving the marketing and promotion of the nursery, working to communicate its unique strengths and attract families who are seeking exceptional early years care. The Nursery Manager will play a central part in establishing the nursery's reputation from the outset, ensuring strong levels of interest and enrolment ahead of opening. During these pre-opening months the Nursery Manager will also form part of the Yarm School Pre-Prep team and link closely with the Deputy Head of Pre-Prep working part time in the current Nursery (3-4 year olds) to build relationships with the wider staff team and parents and to establish a clear understanding of the Yarm School ethos.

Once the nursery opens, the emphasis of the role will naturally evolve from project management to operational leadership, with the post holder taking full responsibility for day to day management, staff development, and the delivery of the highest quality early years provision.

## OVERVIEW

The Nursery Manager plays a key leadership role in ensuring the delivery of high-quality childcare, education, and operational excellence. This position requires strong leadership, strategic oversight, and a commitment to safeguarding, inclusion, and compliance with all regulatory requirements.

The Nursery Manager is accountable to the Nursery Strategy Team (comprising the Headmaster, Head of Prep School, Head of Pre-Prep, Deputy Head of Pre-Prep and Finance Manager) and is responsible for ensuring that all staff, children, and families are supported within a safe, nurturing, and stimulating environment.

This job description is not exhaustive but outlines the main responsibilities and expectations of the role.

## ABOUT YOU

We are seeking a dedicated and forward-thinking Nursery Manager who is committed to providing outstanding childcare and early years education. You will bring energy, vision, and strategic leadership to the role, ensuring the very best outcomes for children, families, and staff.

The ideal candidate will be commercially aware, highly organised, and able to balance strategic priorities with the day-to-day running of a busy setting. You will have excellent communication skills, enabling you to build strong relationships with parents, colleagues, and external partners. A problem-solver with the ability to lead change, you will inspire confidence and foster a culture of continuous improvement.

## KEY RESPONSIBILITIES

### Childcare and Education

- Ensure children in the nursery are safe, supported, and engaged in stimulating, age-appropriate learning and play experiences.
- Lead all staff in delivering the curriculum effectively and consistently, working with staff and specialists to maintain high standards of practice.
- Promote strong partnerships with parents, carers, and families, encouraging open communication and active involvement in their child's learning journey.
- Support and oversee the implementation of inclusive practice, ensuring the effective work of SENCOs and inclusion leads.

- Undertake the role of Designated Safeguarding Lead (DSL) for the nursery and uphold all safeguarding requirements and procedures, working closely with DSL and Safeguarding Team within the school.
- Ensure nutritional needs of children are met and that Food Safety Regulations are followed at all times.
- Ensure full compliance with statutory frameworks (e.g. EYFS, Ofsted, Children Acts 1989 & 2004, and relevant legislation).
- Keep up to date with developments in childcare and education policy, sharing updates with all staff through a regular cycle of professional learning and appraisal.
- Work closely with Pre-School at Yarm School to support transition and ensure educational priorities and practices are aligned.

### Health and Safety

- Oversee and review all health and safety policies and procedures, ensuring compliance with statutory requirements.
- Maintain the highest standards of hygiene across childcare, food preparation, and changing areas.
- Conduct and act on regular risk assessments.
- Ensure appropriate first aid provision, fire safety, emergency, and security procedures are in place and reviewed.
- Manage buildings, grounds, furnishings, and equipment securely and effectively.
- Attend Health and Safety Committee meetings and weekly estates meetings

### Operational Leadership

- Ensure compliance with the EYFS, Ofsted, Children Acts 1989 & 2004, Equality Act 2010, Data Protection Act 2018, and UK GDPR.
- Liaise with Ofsted (or relevant regulator) and ensure readiness for inspections, implementing recommendations where required.
- Liaise with the central HR team to ensure all staff hold up-to-date enhanced DBS (or equivalent) checks.
- Oversee trainee placements, students, and volunteers, ensuring effective supervision, without compromising the delivery of outstanding provision to children and families.
- Lead and chair staff meetings, ensuring agendas and minutes are maintained.

### Financial Management & Strategy

- With support from the finance team analyse and report on financial performance, including occupancy, staffing, and expenditure.
- Work with the finance/HR teams to ensure accurate payroll and rota management.
- Manage budgets effectively, ensuring staff costs and resources are balanced against income.
- Supported by the finance team, oversee fee

collection, recording, banking, and petty cash management.

- Set and support occupancy and sales targets in collaboration with the Nursery Strategy Team.

### Staff Leadership and Development

- Promote Yarm School values and ethos in daily practice of all staff, fostering a culture of excellence and professionalism
- Lead, supervise, and support all nursery staff including cooks, cleaners, students, and volunteers.
- Recruit, induct, and appraise staff, ensuring high quality throughout the team.
- Manage rotas, schedules, and staffing levels in line with regulatory requirements.
- Provide individual supervisions, appraisals, and detailed performance reviews.
- Identify training needs, implement development plans, and foster a culture of continuous improvement.
- Lead disciplinary and grievance procedures as necessary with support from the HR department.

### Marketing, Communication and Engagement

- Act as an ambassador for Yarm School, consistently upholding and promoting the school's values, ethos, and reputation within the nursery setting.
- Take the lead in planning, organising, and delivering engaging Open Events for the nursery.
- Develop external marketing strategy on an annual basis alongside Yarm School Marketing department.
- Identify and be able to communicate USPs with current and prospective parents, staff and visitors.
- Foster effective communication with the parent body through regular updates, newsletters, and meetings.
- Build and maintain strong relationships with parents, carers, staff, and external agencies, building trust and confidence in Yarm School as a provider of exceptional education.
- Support the use of social media and other platforms to enhance reputation and engagement.
- Lead and coordinate a regular cycle of parent events and forums to strengthen family partnerships.

### Administration & Records

- Oversee accurate and timely record-keeping for children, staff, and regulatory purposes.
- Maintain inventories, order resources, and ensure efficient use of nursery systems/software.
- Ensure compliance with data protection legislation in all aspects of administration.

### General Responsibilities

- Act as a role model, demonstrating best practice and embodying organisational values.
- Undertake additional duties as required, adapting flexibly to organisational needs.



## QUALIFICATIONS & EXPERIENCE

- Level 3 or above in Childcare/Early Years (e.g., NNEB, CACHE, BTEC National Diploma, NVQ Level 3, or equivalent).
- A minimum of 4 years' experience in a senior leadership or management role within early years.
- Previous experience as a Nursery Manager (or equivalent leadership role) is essential.
- Demonstrated ability to lead, manage, develop, and motivate staff teams.
- Proven track record of driving improvements, raising standards, and managing change effectively.
- Strong understanding of safeguarding.
- A strong understanding of regulatory frameworks and commitment to delivering high-quality childcare and early education.

## PERSONAL ATTRIBUTES

- Passionate about early years education and child development.
- Commercially aware, organised, and able to balance strategy with daily operations.
- Confident leader with empathy, integrity, and resilience.
- Skilled communicator who builds strong relationships with families, staff, and external partners.
- Solution-focused and adaptable in a fast-paced environment.
- Committed to ongoing personal and professional growth.
- Ambitious to develop and deliver early years education of the highest quality.

## CONTRACTUAL MATTERS

- Salary up to £45,000 per annum dependent on skills and experience
- 40 hours a week. Some flexibility will be required in relation to working hours, to accommodate the operational needs of the Nursery.
- Holiday leave: 21 days per year, rising to 24 over 3 years, plus bank holidays, additional days for Christmas closure.



## BENEFITS



**Competitive Pay Scale**  
 Yarm has its own competitive pay scale



**Supportive environment**  
 This role is part of the Yarm School staff team



**Employee wellbeing**  
 Yarm has an employee assistance programme with a helpline available to all staff



**Generous DC pension**  
 A generous defined contribution scheme is provided



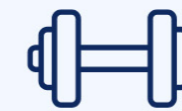
**Discount on School Fees**  
 Yarm offers a substantial discount on school fees (ages 3-18) for employees' children at the school



**Wrap around care**  
 Staff receive generous discounts on before/after school (ages 3+) and holiday care for children attending Yarm School



**Cycle to work scheme**  
 Save on buying a new bike with the Government cycle to work scheme through Yarm



**Access to Gym**  
 The school gym is available for use by staff outside core teaching times



**Car Parking**  
 The Nursery Manager will have free on site car parking



**Theatre discount**  
 Staff receive discounts to both school and some external shows held in the auditorium



**Fantastic High Street Location**  
 The School is located in the beautiful, prosperous and vibrant market town Yarm

## EQUAL OPPORTUNITIES

Yarm School is committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of any protected characteristics as defined in law. We welcome applications from anyone who considers that they meet the requirements of the job advertised.

## CRIMINAL RECORDS CHECK

Yarm School is required to seek a Disclosure from the Disclosure and Barring Service (DBS) in respect of successful applicants for all posts at the School where staff may come into contact with children. A criminal record will not necessarily be a bar to working in the School. Applicants who are invited to interview will be asked to submit a self-declaration form before attending the interview in which they will answer a number of targeted questions about any criminal history or information that would make them unsuitable to work with children. More information about this can be found at:

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>.

A copy of the School's policy on Vetting and Suitability Checks and the DBS Code of Practice may be obtained from the School Manager. Before an appointment is made routine checks will be undertaken to confirm identity and qualifications etc.

This post is a pupil-facing role and is therefore exempt from the Rehabilitation of Offenders Act 1974. This means that you will be required to confirm that you are not on the DBS Children's Barred List or disqualified from working with children, and further to declare any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) or other Orders of the Courts made against you, even if they would otherwise be regarded as 'spent' under this Act.

## SAFEGUARDING

Yarm School is committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to vetting checks including an enhanced DBS check.

Applicants for all vacancies at Yarm School are encouraged to read these policies on our website before applying:

[Safeguarding and Child Protection Policy](#)  
[Vetting and Suitability Policy](#)

## APPOINTMENT PROCEDURE

Applications will only be accepted on the application form provided by the School. This should be completed electronically. All questions must be answered. The candidate may also submit a Curriculum Vitae if he / she wishes but this is not a requirement. Applications should be submitted by email with a covering letter explaining why the candidate and post are mutually suited.

## APPLY

The application form is available on the [Yarm School website](#).

Applications should be e-mailed to the Headmaster, Dr Huw Williams, as soon as possible and no later than **midday on Friday 14th November**. The school reserves the right to interview before the closing date if appropriate to the context of the field.

**Early applications are therefore very much encouraged.** Applications should be submitted to:

[head@yarmschool.org](mailto:head@yarmschool.org)

Headmaster, Dr Huw Williams

Yarm School, The Friarage, TS15 9EJ

