

GATEWAY SCHOOL

GREAT MISSENDEN

RECRUITMENT PACK

NURSERY MANAGER

FULL-TIME, ALL YEAR ROUND

APRIL 2027 START OR SOONER

Welcome **Message**

Are you passionate about supporting children to be their very best? Do you want to lead an exceptional Early Years setting? Then our role as Nursery Manager could be the job for you.

Set in the heart of the Chilterns, Gateway's Nursery setting operates within a thriving independent co-educational prep school. We are looking for an outstanding, energetic, Nursery Manager to work with us full-time, to run a high-quality, nurturing setting dedicated to providing exceptional care and education. Operating all year round, our mission is to provide the foundations for strong and successful future learning by fostering innate curiosity and individuality in our youngest learners, encouraging them to take risks, lead, play collaboratively, develop resilience and discover, explore and adventure.

About Gateway School

Gateway School is a thriving, vibrant and nurturing independent day school for boys and girls up to 11, located in the heart of the Chiltern Hills in the village of Great Missenden, Buckinghamshire.

- Ages: up to age 11
- Pupils on roll: Approx. 270
- Small class sizes ensuring every child is known and supported
- Broad and creative curriculum
- Specialist teaching
- ISI Rated: Excellent in all areas
- Part of the Bellevue Education Group – offering high-quality professional development, shared expertise, and a family of schools united by a shared commitment to excellence in education. – offering global collaboration and rich CPD opportunities





The Role

As the Nursery Manager, you will be responsible for overseeing the daily operations of the nursery, ensuring a safe, stimulating, and nurturing environment for the children in our care. We are seeking an ambitious person with a relevant childcare qualification (e.g. Level 3 or above) and a minimum of 3 years' experience in a management role in a nursery setting. You will possess a passion for providing high-quality childcare and education, and a commitment to continuous improvement.

What we offer:

- A competitive salary and benefits package £40-£50k dependent upon experience.
- A supportive and friendly working environment.
- Opportunities for professional development and career progression.

Our lovely site supports our passion for outdoor learning, and our approach to specialist teaching including Music, Art, PE, and early Modern Foreign Language lessons, among others. If you are an experienced Nursery Manager who is passionate about providing high-quality childcare and education and looking for an opportunity to be part of something wonderful, we encourage you to apply.

Working Hours:

Full Time, between the hours of 7.30-6pm (51 weeks of the year)

Should you feel that this role aligns with your strengths, please get in touch.

Title Nursery Manager

Reports to Head of Lower Prep

Main Role

- To provide a safe, high quality education and care for children up to 4 years of age
- To fulfil legal and statutory requirements and to supervise staff on a day to day basis.
- To contribute to and implement Nursery policies.
- This job description may be amended at any time following the discussion between the Headteacher and the Head of Lower Prep and the member of staff, and will be reviewed annually, or more regularly, in response to the changing needs of the school

Main Responsibilities and Duties

- The post holder is responsible to the Head of Lower Prep and Headteacher for their duties, responsibilities and teaching tasks.
- The post holder will adhere to the school's ethos, values and vision; abiding by the agreed policies and procedures to ensure provision is of the highest quality.
- The post holder undertakes responsibility for leading and supervising the day to day running of the Nursery.
- The post holder will work with colleagues to ensure the nursery is at optimum capacity at all times, including undertaking marketing, admissions and financial processes throughout the year.
- The post holder undertakes the main responsibility for teaching the Nursery children and the associated pastoral and administrative duties in respect of those pupils as well as the general responsibilities in the school as agreed with the Head of Lower Prep
- The post holder will interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the school curriculum and maximise children's achievement.
- The post holder will be responsible for the supervision of the work of all Nursery Practitioners and Assistants within the Nursery as well as any students who may be on teaching practice or work placement.
- The post holder will be responsible for the development and implementation of an engaging, accessible and relevant curriculum.
- The post holder will be responsible for the pastoral care and safeguarding of the children within the Nursery, ensuring that children's safety, wellbeing and welfare are at the forefront of all they do.
- To support parents in becoming competent and confident co-educators who are actively involved in their child's development.
- To answer email queries on behalf of the Nursery as necessary

Childcare and Education

- To provide a high quality of education and learning within the EY framework and offer appropriate stimulation and support to children attending the setting.
- To monitor and evaluate the effectiveness of the Nursery curriculum and provision.
- To create a welcoming and family friendly environment.
- To supervise the children and also be responsible for their physical, emotional, social and intellectual well-being.
- To ensure observations and assessments by Nursery staff are conducted in line with the EYFS framework, and shared regularly with parents and families.
- Take the lead in induction and settling in for new children.
- To ensure that there is an implemented daily routine in the Nursery.
- To ensure the management and display of the presentation of children's work.
- To liaise with the SENDco as appropriate and support staff in implementing any support plans for children with additional needs
- prepare children for their transition to the main school, including liaison with local schools and transferring relevant information as required.

Marketing & Admissions

- To promote the Nursery to current parents and potential customers, including acting on enquiries, arranging and hosting tours, visits and 'settling in' days, and to follow up on these.
- To establish and maintain a programme of activities which encourages prospective parents to register with the nursery and contribute to the promotion of attendance at Open Days and Events.
- Proactively represent the Nursery and advance its interests in the local community by building positive community links.
- To write and send the weekly home communication sheet for Nursery parents every Friday.

Managing Staff

- To take responsibility for the planning and organisation of staffing schedules and timetables, duty rotas and sickness and absence cover to ensure adequate staffing levels are maintained.
- To chair regular staff development, planning and supervision meetings.
- To feed into the appraisal process for all Nursery staff and run these as and when directed in line with the whole school policy.
- To assist with recruitment of new Nursery staff.
- Help identify staff training needs and feedback to the Head of Lower Prep, provide and/or facilitate appropriate training opportunities for Nursery staff.

Health and Safety

- To carry out all elements of the role of Deputy Designated Safeguarding Lead, with responsibility for the Nursery. (Main School Designated Safeguarding Lead is a position held by a member of SLT at Gateway School.)
- To ensure that the welfare and safety of children is promoted within the setting. To keep up to date with current safeguarding practices and be the Child Protection Officer for the Nursery and ensure that any child protection concerns are acted upon immediately and appropriately.
- To ensure that First Aid is administered and reported in line with policy and procedure.
- To ensure records are properly maintained, including those held electronically e.g. daily attendance register, accident and incident reporting.
- To ensure that the Nursery is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times. To assist with daily health and safety checks and termly risk assessments.

Financial and Commercial Responsibilities

- Support the effective financial management of the Nursery, ensuring resources are used efficiently and responsibly.
- Monitor occupancy levels and contribute to strategies that support sustainable growth.
- Oversee the submission of EYFS funding claims and ensure accurate financial administration.
- Manage Nursery resources, equipment and purchasing within agreed budgets.
- Contribute to the continued success and reputation of Gateway's Nursery through excellent customer service and operational efficiency.

Gateway School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Person Specification

	Essential	Desirable
Qualifications	Full and Relevant Level 3 Early Years Qualification. Paediatric First Aid. Enhanced DBS.	Level 5 Leadership qualification, Early Years Degree, Safeguarding/DSL qualifications.
Experience	Significant experience working within an Early Years setting. Previous experience as a Nursery Manager, Deputy Manager or equivalent leadership role. Experience of leading teams, safeguarding, EYFS and Ofsted compliance.	Experience within an independent school or outstanding Nursery setting. Experience managing budgets and occupancy.
Leadership Skills	Ability to lead, motivate and develop staff. Experience of performance management and coaching. Ability to manage change positively.	Experience leading whole setting improvements and strategic planning.
Professional Knowledge	Excellent knowledge of EYFS, safeguarding, child development and legislation. Good understanding of Health & Safety and safer recruitment.	Knowledge of Tapestry Portal, nursery funding and independent school environments.
Communication Skills	Excellent written and verbal communication skills. Ability to build positive relationships with children, parents and colleagues. Strong organisational and IT skills.	Excellent written and verbal communication skills. Ability to build positive relationships with children, parents and colleagues. Strong organisational and IT skills. Experience presenting to parents or leading training sessions.
Personal Qualities	Passionate about Early Years education. Positive, approachable and professional. High levels of integrity, resilience and emotional intelligence. Flexible, organised and solution focused. Able to inspire confidence and lead by example.	

WHY WORK AT GATEWAY SCHOOL?

- Competitive salary - £40-£45K per annum
- Supportive, professional and friendly team
- Small class sizes and excellent resourcing
- Strong focus on staff wellbeing and CPD
- Staff development and collaboration opportunities within the Bellevue Education network
- Set in a beautiful, historic village with excellent transport links to London
- Staff lunches, snacks and tea and coffee provided
- Competitive pension scheme
- Culture of trust, flexibility and empowerment – your voice and ideas matter here
- Opportunities to lead and innovate, with support for personal growth and leadership development
- A community that celebrates individuality, creativity and a shared passion for education



APPLICATION AND NEXT STEPS

An application form is available to download from the 'About Gateway' menu on our website at www.gatewayschool-bucks.co.uk or from Mrs Helen Brown email: recruitment@gatewaysch.co.uk or telephone 01494 862407.

Application forms to be received by midday Wednesday 2 December. Interviews will be held shortly afterwards. Suitable candidates may be interviewed before the start date and Gateway School reserves the right to withdraw the position if an early appointment is made.

Gateway School, 1 High Street, Great Missenden, Bucks HP16 9AA
Tel: 01494 862407 Headteacher: Jonathan Coke, BA Hons PGCE

SAFEGUARDING STATEMENT

Gateway School is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to enhanced Disclosure and Barring Service (DBS) checks, reference checks and pre-employment safeguarding procedures.



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