



## Northbourne Park School

### Job Description

*This job description is intended as a guide to the core aspects of the role; it may be reviewed at any time by the Headteacher in liaison with the Head of Pre-Prep and Nursery manager, and as the role develops over time.*

**Job Title:** Squirrels Nursery Manager                      **Department:** Pre-Prep  
**Reporting to:** Head of Pre-Prep, Headteacher

#### **Purpose**

The Nursery Manager will lead the Squirrels Nursery, which forms part of Northbourne Park School's Pre-Prep (ages 2–7). The role ensures an exceptional, nurturing, and developmentally rich environment aligned with the school's outdoor education ethos, strong pastoral care, and high academic expectations.

Northbourne Park is known for its rural setting, extensive outdoor learning areas, Forest School, small group sizes, and a commitment to developing confident, creative and free-thinking learners.

The Nursery Manager will be responsible for delivering outstanding Early Years practice in line with the Early Years Statutory Framework and within the school's values, ensuring readiness for ISI inspections.

#### **Key Responsibilities**

##### **1. Leadership & Management**

- Lead the Squirrels Nursery provision, ensuring consistent high-quality early years education and care.
- Manage staffing, rotas, and ratios within the 48-week operational model while coordinating with the term-time Pre-Prep structure.
- Work closely with the Head of Pre-Prep and wider Senior Leadership Team to maintain alignment with the school's philosophy and curriculum pathways.
- Promote the school's ethos of outdoor learning, child-centred exploration, and early development of independence.
- Support recruitment, onboarding, appraisals, and ongoing professional development.

##### **2. Safeguarding & Welfare**

- Serve as DSL/Deputy DSL for the Nursery.
- Ensure exemplary safeguarding practices consistent with KCSIE, ISI expectations, and Northbourne Park policies.
- Maintain accurate child protection, incident, and wellbeing documentation.
- Oversee behaviour, routines, intimate care, and pastoral support in line with the school's nurturing environment.

### **3. Curriculum & Learning**

Lead delivery of the EYFS curriculum, ensuring it reflects:

- an appropriately broad, inspiring, rigorous and differentiated EYFS curriculum for every pupil, ensuring that the EYFS learning and development requirements are met.
- appropriate ongoing assessment of children which informs practice, in line with the school's policies.
- the school's emphasis on outdoor education, including daily outdoor access and weekly Forest School led by a specialist teacher.
- small group teaching and high staff-child ratios.
- specialist sessions such as Music, PE, and French with subject teachers from Pre-Prep/Prep .
- the development of early literacy and numeracy, creative learning, and structured play.
- continuity and smooth transition into Reception and the Pre-Prep programme.
- inclusion for all children, identifying and supporting the needs of SEND pupils in liaison with the SENCo.

### **4. ISI & Regulatory Compliance**

- Maintain full compliance with EYFS statutory requirements and ISI inspection standards for Early Years.
- Keep all policies, risk assessments, and documentation inspection-ready at all times.
- Ensure the environment, routines, and curriculum meet ISI's expectations for:
  - children's personal development
  - quality of teaching and learning
  - pastoral care and wellbeing
  - safeguarding and compliance

### **5. Parent & Community Engagement**

- Foster warm, professional partnerships with parents, in keeping with Northbourne Park's close-knit school community.
- Oversee admissions processes for the Nursery, working with the school office and Headteacher as required.
- Lead parent communication, Tapestry updates (Learning Journeys), and transition meetings.
- Support School Open Days, Stay & Play sessions, and community events.

### **6. Operational & Administrative Duties**

- Oversee day-to-day nursery operations, ensuring routines run smoothly from 8:00 to 18:00 as appropriate.
- Manage resources, budgets, and procurement in line with school systems.
- Ensure high standards of cleanliness, organisation, and presentation across classrooms, gardens, and outdoor spaces.
- Coordinate with catering to uphold the school's commitment to healthy, nutritious meals and snacks prepared onsite.

## **7. Health, Safety & Environment**

- Ensure the nursery environment—classrooms, gardens, woodland areas—is safe, engaging, and aligned with the school’s “outdoor school” philosophy.
- Lead risk assessments, first aid compliance, and health & safety protocols.
- Promote Nature-based learning, exploration, and safe physical activity.

## **Person Specification**

### **Essential**

- Level 3+ Early Years qualification (Level 5/6 preferred).
- GCSE Maths and English.
- Demonstrated passion for outdoor learning, child-led exploration, and creative teaching.
- Confidence working within an environment offering Forest School, Music, French, and enrichment taught by specialists.
- Excellent understanding of EYFS and safeguarding (KCSIE).

### **Desirable**

- Qualified Teacher Status or EYTS
- Strong leadership experience in EYFS, ideally within an independent or school-based setting.
- Understanding of ISI/Ofsted inspection requirements
- Paediatric First Aid
- Experience of admissions, parent relations, or marketing within an independent school.

## **Safeguarding**

Northbourne Park School is committed to safeguarding and promoting the welfare of children. Candidates will be required to complete an application form and produce original documentation of certificates and degree qualifications. An enhanced DBS clearance check will be undertaken for the successful candidate. All staff members at the School are expected to fulfil their obligations and responsibilities in safeguarding and promoting the welfare of children.

Updated March 2026