



**BELMONT  
GROSVENOR  
SCHOOL**



Appointment of:

## **Nursery Manager**

**Lead. Inspire. Shape the Future of Early Years.**

[www.belmontgrosvenor.co.uk](http://www.belmontgrosvenor.co.uk)

## Lead. Inspire. Shape the Future of Early Years.

**An exceptional opportunity to lead a thriving Nursery, inspire a dedicated team and shape the future of Early Years within a warm and ambitious school community.**

Magic Tree Nursery, part of Belmont Grosvenor School, is seeking an outstanding Nursery Manager to lead our well-established Early Years provision into its next chapter. This is much more than a day-to-day management role: it is a chance to set direction, champion excellent practice and make a lasting difference to children at the very beginning of their educational journey.

We are looking for an experienced Nursery Manager who combines warmth and compassion with strong leadership, high expectations and a clear vision for exceptional early education.



# The opportunity

A role with real scope: strategic, operational and deeply child-centred.

The purpose of the Nursery Manager is to provide professional leadership and management of the Nursery up to 4 years old, to effectively manage the day-to-day running of the Nursery and to deliver the highest standards of care and education.

**Status:** Full-time, all year round

**Accountable to and line managed by:** The Headteacher

**Staff supervised:** Deputy Nursery Manager, All Magic Tree Nursery Staff (0-4)

**Member of:** Whole School Staff, School SMT when relevant

**Relationships:** The post holder works closely with the School Headteacher, Business Manager, DSL, Deputy Head, and Admissions Lead.

## Shape the vision

Lead the future direction of Magic Tree Nursery and its place within BGS.

## Champion practice

Influence curriculum, pedagogy and the quality of Early Years provision.

## Develop people

Inspire, support and grow a dedicated team of Early Years professionals.

## Build community

Strengthen relationships with families and help the Nursery continue to thrive.

# Meaningful impact from day one

A chance not simply to manage a Nursery, but to lead it.



# Belmont Grosvenor School

Belmont Grosvenor School is an independent prep school and nursery for children from three months to 11 years, located in the beautiful Yorkshire Dales on the outskirts of Harrogate (10 minute drive). Set in 20 acres of stunning grounds overlooking the Nidd Valley, Belmont Grosvenor is a truly magical place.

## Our vision

To nurture and challenge children to make outstanding progress in all that they try, building strong foundations to thrive in our ever-changing world.

## Our values

### Down To Earth

We are warm and friendly and make everyone feel welcome

### Nurturing

We are supportive and caring to the world around us

### Inclusive

We celebrate individuality and respect everyone for who they are

### Ambitious

We have big dreams and we are determined to achieve them

### Resilient

We embrace changes, seize opportunities and enjoy taking risk

### Joyful

We cherish childhood and make every day fun. We inspire a lasting love of learning

### Aims:

- Promote Wellbeing • Create stimulating Learning Environments • Personalise Learning
- Develop Progressive Learning Opportunities • Engage our Community • Prepare for the Future

# Magic Tree Nursery

The Magic Tree Nursery was formed in 2007 and is situated in the old stables block of Swarcliffe Hall. The nursery is open for 51 weeks of the year, from 8am to 6pm, and helps to provide wrap around childcare during term time and Holiday Club during BGS School Holidays.



We accept babies from three months old, and have four separate groupings:

## **Seedlings: 3-16 months**

The youngest of our children have their own room designed to meet their individual needs, encourage play and free flow between indoors and their own secure outdoor area. They enjoy sensory and heuristic play and a cozy area to enjoy stories and singing.

## **Saplings: 16-26 months**

The 'toddlers' of the setting have a large room with plenty of space to move around and explore all areas such as construction, small world and the cozy story corner. They have access to the covered veranda allowing indoor and outdoor free flow.

## **Tree Tops: 2-3 years**

The rising 3's has a dedicated environment that offers: sensory tabletops; mark marking stations; floor play for construction and small world; a roleplay area; and an area for technology including an interactive whiteboard and computer. The children take part in weekly swimming lessons and drama.

## **Pre-Reception: 3-4 years**

Our oldest children are being prepared for school in their large classroom-style room, developing independence, self-care, relationship building and the confidence to communicate with peers and adults. They enjoy a weekly baking activity as well as forest school, swimming, French, music and drama (all with specialist teachers). The children wear a uniform for the first time and join in with the school calendar activities, such as Harvest Festival and Christmas performances.

# Key responsibilities

The core leadership areas candidates will be expected to own.

- Provide strong, visible leadership and help shape the strategic direction of Magic Tree Nursery.
- Ensure consistently high standards of Early Years education, care and safeguarding.
- Lead, motivate and develop the Nursery team, promoting a positive and professional culture.
- Oversee the day-to-day running of the Nursery, including staffing, ratios, rotas and resources.
- Build strong relationships with children, parents and carers.
- Ensure full compliance with the EYFS statutory framework, school policies and regulatory requirements.
- Support admissions, occupancy and the positive promotion of Magic Tree Nursery.
- Drive continuous improvement and contribute actively to wider school development.
- Have a good understanding of all aspects of Early Years Funding and how this can be provided in a cost effective and compliant way to stakeholders
- There may also be an opportunity to develop safeguarding leadership experience by becoming part of, or taking a lead role within, the Designated Safeguarding Team



# Leading the Nursery

Setting direction, strengthening provision and developing the team.



## Leadership and strategic development

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- Provide inspirational leadership and clear direction.
- Work with the Headteacher and leadership team to shape Nursery development.
- Develop and communicate a clear vision for outstanding Early Years provision.
- Build on strengths while identifying opportunities for improvement and innovation.



## Quality of education and practice

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- Deliver a high-quality, ambitious and engaging Early Years curriculum.
- Promote consistently excellent practice across all rooms.
- Monitor teaching, learning, interactions and the learning environment.
- Ensure effective assessment, planning and transition arrangements.



## Management of staff

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- Lead, motivate and develop the Nursery team.
- Provide supervision, support, professional challenge and line management.
- Support recruitment, induction, retention and professional learning.
- Promote wellbeing while maintaining high professional expectations.

# Children and operations

Protecting children, supporting families and keeping the Nursery running well.



## Safeguarding and welfare

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- Promote a strong safeguarding culture and ensure statutory requirements are consistently implemented.
- Work closely with the school's DSL and wider safeguarding team.
- Maintain robust procedures for medication, allergies, intimate care, sleep and child welfare.



## Children and families

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- Ensure every child is known, valued and supported to thrive.
- Build positive partnerships with parents and carers through clear communication.
- Support effective transitions into Nursery, between rooms and into school.



## Operational management

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- Take overall responsibility for safe, efficient day-to-day operations.
  - Oversee staffing, rotas, deployment, room organisation and operational cover.
  - Work with colleagues to support budgets, resources, documentation and facilities.
- Be solutions focused

# Growth and improvement

Supporting sustainable growth and contributing to wider school development.



## Admissions and community

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- Support Nursery admissions, tours, open events and sustainable occupancy.
- Provide a warm and professional experience for prospective and current families.
- Promote Magic Tree Nursery within the local community and wider school.



## Compliance and improvement

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- Maintain readiness for inspection and external scrutiny.
- Review policies, procedures and practice regularly.
- Use feedback, data and professional judgement to evaluate provision.



## Wider school contribution

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- Play an active role within the wider leadership and school community.
- Champion Early Years across Belmont Grosvenor School.
- Build effective relationships across teaching, support, administrative and leadership teams.

# Person specification

The experience, qualities and knowledge needed to succeed.

## Essential

- Relevant Early Years qualification at Level 3 or above.
- Significant Early Years experience, including leadership or management responsibility.
- Strong knowledge of EYFS, safeguarding and regulatory requirements.
- Proven ability to lead, motivate and develop a team.
- Commitment to high-quality Early Years education, care and child development.
- Strong organisational skills and confidence managing a busy Nursery.
- Excellent communication and relationship-building skills.
- Visible, values-led leadership style and confidence driving improvement.

## Desirable

- Independent school or school-based Nursery experience.
- Experience supporting admissions, occupancy or Nursery growth.
- Inspection experience and knowledge of Ofsted/ISI requirements.
- Evidence of continued professional development in Early Years leadership.

# Package and benefits

An attractive role within a beautiful and supportive school environment.

## Start date

Required as soon as possible

## Location

Birstwith, North Yorkshire, HG3 2JG

## Status

Full-time

## Hours

40 hours per week; all year round

## Salary

Competitive salary using BGS pay scale

## Pension

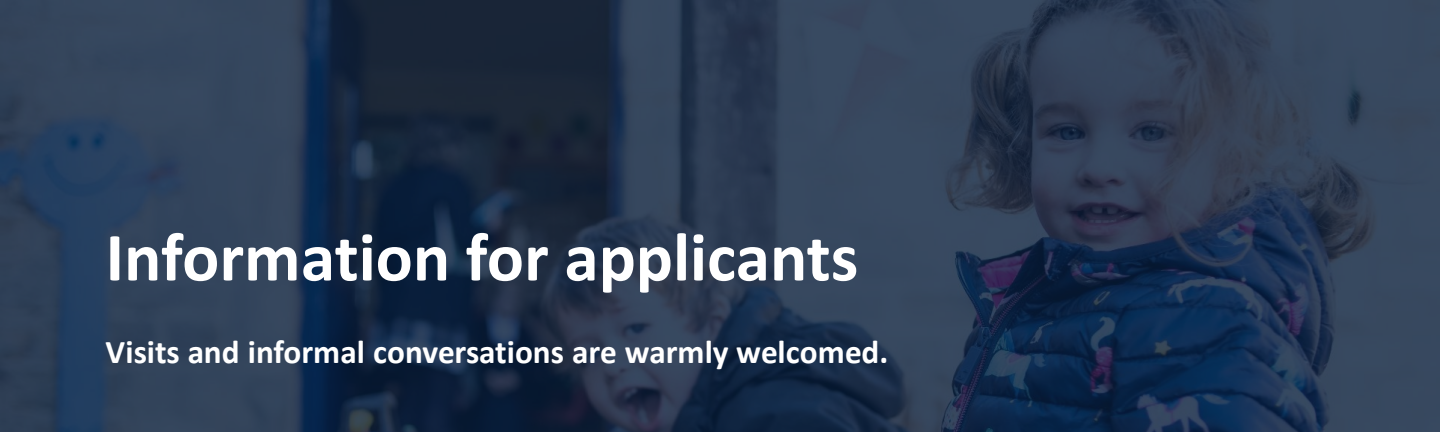
NEST pension scheme

## Additional benefits include

- Excellent working environment in beautiful, extensive grounds.
- Professional development and training opportunities.
- Significant concession on childcare and school fees, including Holiday Club.
- Free school meals and private parking.

A photograph of several young children in red school uniforms playing on a swing set in a wooded area. The ground is covered with fallen leaves, and the background is filled with trees and foliage. The image is slightly dimmed to serve as a background for the text.

**A setting where staff feel valued, supported and motivated to deliver the very highest standards of care and education.**



# Information for applicants

Visits and informal conversations are warmly welcomed.

## How to apply

To arrange a visit, Zoom or phone call with the Headteacher, please email [admin@belmontgrosvenor.co.uk](mailto:admin@belmontgrosvenor.co.uk). Candidates should complete the School application forms, Equal Opportunities form and Staff Disqualification Declaration. CVs are not accepted in substitution for completed application forms.

## Safeguarding

Belmont Grosvenor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Prospective staff should read the School's Safeguarding Policy, Staff Code of Conduct, Recruitment Policy and Keeping Children Safe in Education guidance, which are available on our website or in hard copy from the School Office. All shortlisted candidates will be required to complete a 'Suitability to Work with Children: Self Declaration form'. This form must be completed, signed and returned to the School Business Manager prior to the interview taking place. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

## Equal opportunities

Belmont Grosvenor School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, experience) in selection and recruitment

**Applications should be sent to Caroline Garnham, PA to the Headteacher:**  
[admin@belmontgrosvenor.co.uk](mailto:admin@belmontgrosvenor.co.uk)

*Belmont Grosvenor School is committed to ensuring that the personal data of applicants and employees is protected. The School's Privacy Notice is available on our website and our Recruitment Policy sets out how the School uses and protects any personally identifiable information that is collected as part of the recruitment process.*