



Nursery Manager

Full-time, Permanent

From July 2025

The School

Mowden Hall is a leading independent, co-educational boarding and day school for 200 children aged 2 to 13, nestled in the picturesque Northumberland countryside, just fifteen miles west of Newcastle. The Pre-Prep and Nursery are located on the same site and share excellent facilities with the Prep School, fostering a seamless learning environment. The Prep School embraces a strong boarding ethos, with a significant number of pupils choosing to board.

Set within 50 acres of stunning grounds with breathtaking views across the Tyne Valley, Mowden offers a rich and holistic educational experience. We believe that education extends beyond the classroom, as we encourage the development of skills, passions and interests. While academic excellence is a cornerstone of our ethos, equal importance is placed on sport and a vibrant extracurricular programme to nurture well-rounded individuals.

Pupils from Mowden Hall transition to a diverse range of prestigious senior schools, including Oundle, Eton, Rugby, Sedbergh, Ampleforth, and top Newcastle day schools. In recent years, students have earned scholarships across various disciplines, and since September 2007, every pupil has gained entry to their chosen senior school at 13+.

The school maintains high expectations for all its pupils and takes pride in their achievements. Rated "Excellent" across all areas in the most recent ISI Inspection, Mowden Hall continues to thrive, with enrolment increasing by over 20% in the last four years. A dynamic and stimulating curriculum, delivered by dedicated and passionate staff, ensures that pupils leave Mowden Hall exceptionally well-prepared to continue their education at the country's leading secondary schools.

At Mowden, we believe that good character creates a values-driven culture, which can help improve attendance, behaviour, well-being, and attitude to learning. Our six Mowden Character Values are Kindness, Community, Resilience, Communication, Honesty, and Independent Thinking.

Mowden Hall is a member of the Prep Schools Trust, which has seven schools across England and provides exciting opportunities for staff development, financial management, and curriculum innovation.

The Role

We have an exciting opportunity for a highly motivated, suitably qualified and inspirational Nursery Manager to lead our new setting for 2 to 3 years olds, called "The Nest".

About You

Qualified to NVQ Level 3 or above, you will be responsible for planning and delivering a well-structured curriculum and creating engaging activities that provide children with a safe, stimulating, and organised environment. As a strong team leader, you will motivate and manage a small team, delegate tasks effectively, and inform staff about new initiatives and best practices. With excellent communication skills, you will build positive relationships with parents,

supporting them in their child's education and development. Committed to best practices in Inclusion, Safeguarding, and Health & Safety, you will follow statutory guidelines and regulations to ensure all children are safe, supported, and fully included.

Our Nursery opens between 7.30am and 6.00pm, for 50 weeks of the year. School lunches and regular breaks are provided.

For an initial discussion regarding the role, please contact Kirsten Knight, Head of Pre-Prep or email info@mowdenhallpst.org. To apply, please complete the Mowden Hall Application Form by clicking [HERE](#), together with a letter outlining your reasons for applying, by 2pm on Friday 20th June 2025.

No agencies please.

Mowden Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment would be subject to: references satisfactory to the Prep Schools Trust, enhanced Disclosure and Barring Service Check; proof of right to live/work in the UK, and evidence of stated qualifications.

Mowden Hall believes in diversity and inclusion and would like to create a workforce as diverse as our pupils. We would welcome applications from those in ethnic minority groups who are currently underrepresented.



The Nest Nursery Manager

Job Description

Role: To lead our new setting for 2 to 3 years olds, the 'Nest'.

Responsible to: Head of EYFS

Hours of Work: 40 hours, to be negotiated

Contract Type: Permanent

Salary: Competitive - circa £30,000

All permanent staff are entitled to a 50% discount on School Fees *(subject to terms and conditions)*

Mowden Hall School is part of The Nest Pension Scheme

Employee Assistance Programme

Key Responsibilities:

- To deliver and ensure a high learning, development and care standard for children aged 2-3 years
- To be responsible for the efficient running of The Nest nursery and overall delivery of a high-quality service
- To ensure that The Nest nursery provides a safe, caring, stimulating educational environment at all times, both indoors and outdoors
- To ensure that the nursery is a safe environment for children, staff and others
- To develop partnerships with parents/carers to increase involvement in their child's development
- To manage other staff within the nursery and organise and participate in the key person system
- To ensure that the pre-school nursery plans are appropriate and a play-based Early Years Foundation Stage (EYFS) curriculum enables children to progress individually
- To ensure The Nest nursery meets Ofsted requirements at all times
- To ensure all staff understand and work to The Nest nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
- To take responsibility for planning, which ensures each child is working towards the early learning goals
- To conduct staff appraisals and supervisions as appropriate and to identify staff training needs
- To ensure all records are properly maintained in accordance with the policies and procedures of the School
- To contribute towards the production, upkeep and updating of curriculum resources
- To ensure appropriate resources and materials are available for pupils
- To provide effective supervision, leadership and mentoring to the team in the nursery

- To be involved in the marketing of the nursery to ensure occupancy targets are met and to maintain a highly positive profile and reputation locally
- To take responsibility for all displays
- To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement
- To write reports and to discuss pupils with their parents
- To liaise with other staff in relation to academic and pastoral matters
- To attend staff meetings and other meetings as required
- To attend INSET meetings, courses and conferences as required
- To undertake any other reasonable duties as directed.

Other Responsibilities

- To ensure all equipment is in a safe condition, complying with health and safety regulations and ready for use by the children
- To ensure all risk assessments are completed
- To attend/contribute to school working parties/review bodies
- To undertake lunchtime, break time and other duties as required
- To adhere to School procedures outlined in the Staff Handbook and Policy documentation
- To engage with the School's appraisal process, as required
- To keep completely confidential any information regarding the children, their families or other staff which is acquired as part of the job
- To support and carry out any other reasonable duties deemed appropriate by the Head.

Salary and Benefits: The salary will be on the Mowden Hall pay scale and related to experience and qualifications. You will automatically be enrolled in the Trust pension scheme.

All permanent staff are entitled to a 50% discount on School Fees (*subject to terms and conditions*). Other benefits include an employee assistance programme, free food whilst working, free parking and an employee discount programme.

Medical Fitness: Any offer of employment will be conditional upon the appointee's fitness to carry out the role. Following an offer of employment, new employees will be asked to complete a questionnaire regarding medical fitness.

Recruitment Checks: Mowden Hall requires all new employees to complete an enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the offence's nature, circumstances and background. References will be taken up before the interview for any shortlisted candidate in line with KCSIE guidelines.

All appointments are made in accordance with our Equality Policy, and applicants should let us know of any special needs they may have so that adjustments can be made if required.



Person Specification

The Nest Nursery Manager

Criteria	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none">• Minimum Level 3 qualification in Children and Young Peoples Workforce or equivalent• Paediatric First Aid	<ul style="list-style-type: none">• Qualified Teaching Status• Food Hygiene Certificate
Experience/Knowledge	<ul style="list-style-type: none">• A minimum of 2 years of recent experience working in a Nursery setting• Excellent working knowledge of the Early Years Foundation Stage and current ISI statutory guidance.• Knowledge and proven practical experience in implementing good quality learning opportunities.	<ul style="list-style-type: none">• Already in a senior practitioner or room leader role.
Teaching and Learning	<ul style="list-style-type: none">• The desire to improve teaching and learning with an innovative approach to curriculum delivery• Ensure standards of behaviour are met at all times• Good communication skills with staff, students, parents and support staff• Commitment to safeguarding and the welfare of students• Commitment to continued professional development	

Skills and Attributes	<ul style="list-style-type: none"> • Develop and maintain good working relationships • Work as part of a team • Ability to provide a high-quality and individualised educational experience for all children • Empathy and understanding of children under five • Ability to write reports and keep clear and accurate records • Effective team leadership • Excellent organisational and administrative skills. 	
Personal Qualities	<ul style="list-style-type: none"> • Able to work on own initiative • A passion for children's learning and development • Excellent interpersonal skills • Ability to reflect and self-assess • Stamina and emotional resilience • Commitment to the ethos and values of Mowden Hall 	