

Candidate Information Nursery Manager



**NEWCASTLE
HIGH SCHOOL
FOR GIRLS**

GDST
GIRLS' DAY SCHOOL TRUST

Dear Applicant

Thank you for your interest in the role of Nursery Manager at Newcastle High School for Girls.

Our Early Years provision is a significant strength of the School and is recognised for the quality of its educational approach and the expertise of its staff. It provides a strong and well-supported start to school life and forms an integral part of our all-through offering.

This role has been introduced to strengthen the operational organisation of that provision. It reflects a deliberate approach to ensuring that the systems, structure and day-to-day delivery of Nursery support the high standards already established within the classroom.

The Nursery Manager will work closely with the Early Years Lead and the Nursery Teacher, ensuring that operational delivery supports the educational provision rather than disrupting or diluting it. This distinction is important to us and underpins how the role has been designed.

We are seeking a candidate who is highly organised, practical and collaborative, and who understands how to balance structure with responsiveness in a busy Early Years environment.

This is an opportunity to contribute meaningfully to an already strong provision by ensuring that it is well organised, clearly structured and able to operate effectively in a changing and increasingly complex landscape.

NHSG is a school with a strong academic reputation, but also one which values relationships, community and a supportive working environment. We are looking for a colleague who will contribute positively to the wider life of the School and who shares our commitment to high standards and to the education of girls.

This is a valuable opportunity to play a meaningful part in the continued development of Early Years provision within the School.

Yours faithfully,



Amanda Hardie
Head



Newcastle High School for Girls GDST

Newcastle High School for Girls is the North East's leading independent girls' day school for pupils aged 3 to 18.

We are large enough to offer a broad and ambitious curriculum, but small enough for every pupil to be well known as an individual. Relationships are strong, and the atmosphere is purposeful, supportive and welcoming.

Our pupils are curious, motivated and engaged. They benefit from an environment in which academic challenge is combined with excellent pastoral care and a strong sense of community.

The School has a long-standing reputation for academic excellence and continues to evolve in response to changes in the educational and wider environment, with a clear focus on maintaining high standards and a positive experience for pupils and families.



Aim, Ethos and Values

Our Aim

Our aim is to be champions of excellence in all-girl education, empowering girls to be leaders, trailblazers and world shapers.

Our Ethos

Newcastle High School for Girls is committed to offering an outstanding all-girl education from age 3 to 18, that promotes happiness and well-being, allowing every girl to flourish academically in an ethos where girls learn without limits, supported by the opportunities arising from being part of the GDST family.

Our Values

We always put girls first.

We are forward-thinking.

We are fearless.

We are a family of schools.

We are fulfilled.



About the Setting

The Early Years setting at Newcastle High School for Girls is a well-developed and high-quality environment, designed to support both structured learning and exploratory play.

The provision is based within dedicated Early Years spaces, including flexible indoor and outdoor areas that are well resourced and carefully designed to support the breadth of the Early Years curriculum. Classrooms and learning areas are organised to encourage independence, creativity and engagement, with a particular emphasis on enabling children to move confidently between different types of activity.

A central feature of the setting is the indoor Learning Zone, which provides a space for imaginative, creative and collaborative work, supported by a wide range of materials and resources. This sits alongside other learning environments that are designed to support early literacy, numeracy, physical development and social interaction.

The organisation and management of the setting are designed to support this educational approach, ensuring that high-quality teaching is delivered within a well-structured and effectively managed environment.

The Nursery is situated within the School's five-acre Junior School site, a distinctive historic urban parkland environment in the heart of the city. This provides access to a wide range of facilities, including Forest School provision, outdoor learning spaces, and indoor and outdoor sports and dance facilities. These resources form an integral part of the Early Years experience and support a broad and varied approach to learning.

Overall, the setting combines a strong educational focus with a well-resourced and thoughtfully organised physical environment, providing a high-quality starting point for pupils at the School.



About the Role

The Nursery Manager is responsible for the operational leadership and organisation of Early Years provision, including Nursery, wrap-around care and holiday provision.

The role focuses on ensuring that systems, processes and daily delivery are well structured and consistently applied, supporting both staff and pupils. It sits alongside the educational leadership provided by the EYFS Phase Leader and Nursery Teacher, enabling a clear and complementary division of responsibilities.

The postholder will be actively present within the setting, supporting delivery and visibility, while also holding responsibility for the organisation and coordination of staffing, systems and parent-facing processes.

The role is not intended to replace teaching or educational leadership, but to ensure that the operational aspects of provision are managed effectively, allowing teaching staff to focus on delivering high-quality education.

The role combines in-room presence with designated time for operational responsibilities.

The Nursery Manager will be present within the setting on a regular basis, supporting staff and maintaining visibility and will have dedicated non-contact time to manage systems, organisation and administration. The postholder will coordinate staffing and operational arrangements without being relied upon for minimum ratios.

The position is structured in this way to ensure that operational responsibilities are delivered effectively while maintaining a strong connection to the day-to-day life of the Nursery.



Key Responsibilities

The Nursery Manager will:

- lead the day-to-day operational running of Nursery, wrap-around care and holiday provision
- ensure that staffing, organisation and delivery are aligned and consistently managed
- support the effective organisation and use of Nursery provision across the week and throughout the year
- oversee the operational aspects of the parent experience, including booking systems and communication
- work closely with the Finance team to support the effective operation of systems, including booking and billing processes

- ensure that operational practice complies with statutory and School requirements
- contribute to the continued development of a well-organised and responsive Early Years offer

The role requires a clear and structured approach, with an emphasis on maintaining consistency, supporting colleagues and ensuring that systems work effectively in practice.



About the Team

The Nursery Manager will work as part of an established and experienced Early Years team, which includes the Early Years Lead, the Nursery Teacher and a team of practitioners.

The educational leadership of the setting is provided by the Early Years Lead and the Nursery Teacher, who are responsible for teaching, learning and pupil development.

The introduction of the Nursery Manager role is intended to strengthen the operational aspects of provision, ensuring that staffing, systems and day-to-day organisation are managed effectively and consistently.

This model enables a clear alignment between educational quality and operational delivery.



About You

We are looking for a candidate who has experience working in an Early Years setting, is highly organised and confident managing day-to-day provision and understands how strong operational organisation supports effective educational delivery.

You will be able to work collaboratively with teaching staff and contribute positively to a team environment and to take a practical, consistent and solution-focused approach.



Working at NHSG

NHSG offers a positive and supportive professional environment.

Staff are committed, collaborative and take pride in their work. There is a strong sense of shared purpose and a willingness to contribute to the wider life of the School.

We offer excellent facilities, well-resourced working environments and a culture that values both professional development and staff wellbeing.

Benefits

- Competitive salary and conditions
- Membership of the GDST Flexible Pension Plan
- Access to GDST training and development programmes
- Training grants for further qualifications
- Discounted fees for children at GDST schools
- Free lunches and refreshments during term time
- Free on site parking
- Access to the school fitness suite
- Access to retail discounts via the Pluxee App
- Access to financial advice via the HR My Money App
- Interest free loans for travel and equipment
- Cycle to Work scheme



About the GDST

Newcastle High School for Girls is part of the Girls' Day School Trust (GDST), one of the UK's leading education charities.

The GDST is a family of schools united by a commitment to the education and development of girls and young women. It provides a framework for collaboration, professional development and the sharing of expertise across its schools, while allowing each to retain its own character and strengths.

Being part of the GDST offers staff access to a wide network of colleagues and opportunities for professional growth, alongside the benefits of working within a well-established and respected organisation.



Application Process

Closing date: Monday 27th July (12 noon)

Interviews: You must be available week commencing 17th August

To apply, please visit:

<https://newcastlehighschoolforgirls.schoolrecruiter.com/>



Safeguarding and Equal Opportunities

Newcastle High School for Girls and the GDST are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo appropriate child protection screening, including checks with past employers, online searches and the Disclosure and Barring Service (DBS).

We are an equal opportunities employer and welcome applications from all qualified individuals. To be eligible for employment, candidates must provide proof of their right to work in the UK.

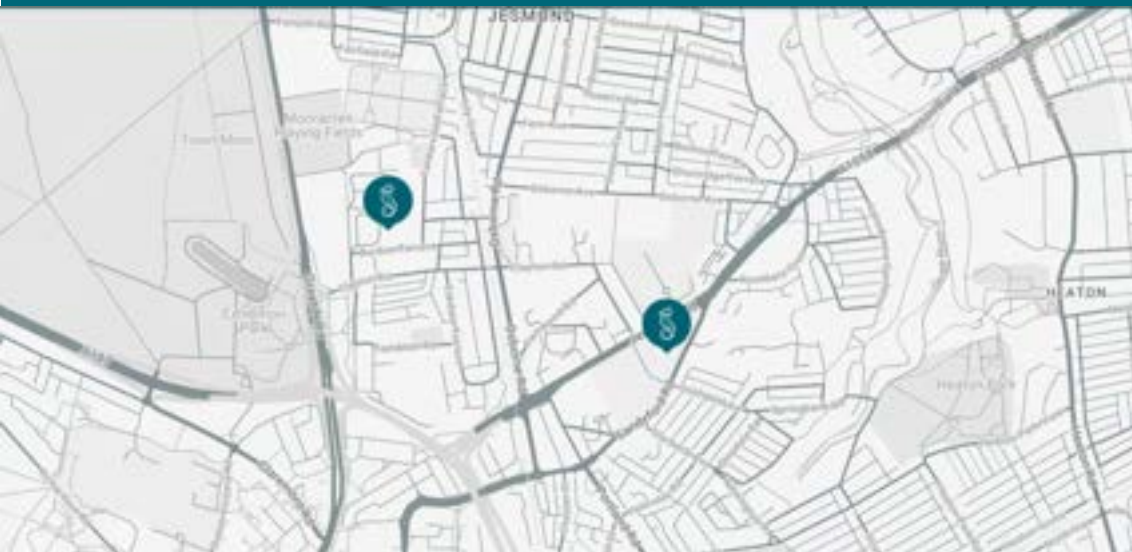
NHSG and the GDST are committed to diversity, inclusion and real change, creating a community in which every individual is valued and respected.



Newcastle High School for Girls

Our Senior School is approximately equidistant between Jesmond (around 400m) and West Jesmond (around 500m) Metro Stations. The nearest Metro station to the Junior School is Jesmond. It is a 10-minute walk to our Junior School on Sandyford Road.

We regret that we have no visitor on-site parking available at Senior school and limited spaces at Junior school.



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Tankerville Terrace
Jesmond
NE2 3BA

Junior School
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