



Norfolk House
School

Home of Ambitious Minds



Brief

Nursery Manager



H Introduction

Dear Candidate,

Thank you for your interest in the position of Nursery Manager at Norfolk House School. This is an opportunity to be at the leading edge of implementation of an exciting new chapter in the life of our school.

Our school has always prided itself on moving with the times and evolving to better serve the needs of our families. Ten years ago, our school did not have a nursery at all; now it is one of our proudest assets, with many happy children who make excellent progress and leave fully ready to start Reception.

The next stage in our nursery's evolution is to once again respond to the needs of our families and, from the start of 2025, offer the options of year-round extended provision and extended days. This will open up Norfolk House as an attractive option to an even wider selection of families in north London.

As our new Nursery Manager, you would have a unique opportunity to shape this exciting new chapter and ensure that everything that makes our nursery so special is retained, while helping us find ways to continuously improve it still further. We look forward to telling you more about our ambitions for our youngest learners.

T. Lander

Mr Tej Lander FCCT
Head Teacher



H About Norfolk House

Norfolk House is a highly successful co-educational, independent day school for pupils aged two to eleven, occupying two charming Victorian sites in Muswell Hill, north London. The School prides itself on its strong sense of community and its commitment to ensuring that every pupil feels supported and valued. A maximum class size of 16 supports a personalised approach to learning, through which pupils flourish academically and as individuals. At the end of their time at Norfolk House, pupils achieve excellent results, allowing them to move onto a range of leading senior schools in London and beyond.

This is an exciting period for Norfolk House School, as the school is in its final year of our 2022-25 development plan, aimed at widening our community engagement and partnerships, developing a future-facing curriculum and becoming a leading prep school for developing pupil creativity.



Lower School | Princes Avenue

Formerly a Montessori nursery, this site now houses our Pre-Nursery, Nursery and Pre-Prep (Reception and Year 1) phases.



Upper School | Muswell Avenue

The original site of our school, which opened in 1897. Now home to our Junior Prep phase (Years 2 & 3) and Senior Prep phase (Years 4-6).



H 2024 11+ Results

Below are the offers received by this year's Y6 pupils (22 children) following their 11+ applications

Aldenham School		3	
Belmont School (Mill Hill)		9	
City of London School for Boys		1	
Channing School		6	incl. 1 x Academic Scholarship
Eaton Square School		1	
Forest School London		5	incl. 2 x Academic Scholarships
Francis Holland School (Regent's Park)		4	
Henrietta Barnett School		1	
Haberdashers Boys' School		2	
Haberdashers Girls' School		2	
Maida Vale School		1	
Merchant Taylors School		1	
Mount House School		1	
North London Collegiate School		2	
Northbridge House School (Hampstead)		4	
Palmers Green High School		1	
Queen's College School		2	
Queenswood School		2	
St Michael's Grammar School		1	
South Hampstead High School		2	
The Latymer School		2	
University College School		2	

Overview of the Role

Nursery Manager | Norfolk House School

Norfolk House School is seeking a Nursery Manager to provide year-round leadership and management to the team staffing our Pre-Nursery (2-3 year-olds) and Nursery (3-4 year-olds), both during school term time and during the weeks we are open during the school holidays.

The Person

The successful candidate will understand and support the School's ethos and core values whilst having the passion, drive, organisation and people skills to see ambitious aims through to completion and ensure the nursery phases run smoothly, efficiently and promote the very best outcomes for pupils.

Personal Attributes

- Someone who is passionate about working with young learners, and is curious about how they learn best
- Front-facing and engaging; able to engage and interact with a range of stakeholders
- The ability to communicate a direction to a team of people and take them with you
- Empathy and a willingness to listen
- The honesty and openness to give and receive constructive feedback
- A willingness to go 'above and beyond' in the best interests of pupils
- Financial sense and the ability to manage a budget and control costs without compromising on quality
- A sense of moral values and their importance in education
- Commitment to the personal and social development of pupils, understanding the experiences and concerns of their age group
- Open, participative, and collegiate by nature, receptive to new ideas and thoughts, with an ability to listen, consult and discuss
- Able to act as an ambassador and professional advocate for the school, with strong personal credibility and the capacity to build relationships with a wide range of people
- Respected and respectful
- Competence with the use of technology and the willingness to keep IT skills up to date
- Considered in taking action and calm and collected under pressure
- Resilient, driven, dedicated and determined with a good sense of humour!

H Person Specification

The successful candidate will have the following qualifications, experience and skills:

Academic

- At least Grade C/Grade 4 at GCSE in Maths, English and Science
- at NVQ Level 3 in a recognised childcare/early years education qualification
- (Preferable) Level 4, 5 or Qualified Teacher Status (QTS)
- (Preferable) Designated Safeguarding Lead Qualification

Experience

- Varied experience across a range of early years/nursery settings
- Experience in leading teams within an early years and/or school setting (ideally at least 3 years)
- Experience with managing and maintaining strong relationships with children, staff and parents
- Experience with safeguarding within an educational setting
- Experience of managing a budget

Skills

- Ability to lead a team, both strategically and operationally
- Thorough understanding of all statutory frameworks and guidance relating to Early Years care/education in England
- Autonomy and trustworthiness
- Ability and willingness to set and maintain high standards and hold others to account if necessary
- Good IT competency
- Good verbal and written communication skills
- Excellent time management and administration skills
- Creative flair
- Strong attention to detail
- Excellent interpersonal skills
- Willing and able to take initiative
- Able to plan, monitor, evaluate, audit and review proactively
- Kindness, a caring disposition and the approachability
- A commitment to continuously develop the nursery provision and the contribution of this phase to the life of the school
- A commitment to supporting the vision, ethos and strategic direction of the school
- Ability to inspire, challenge, motivate and empower others

H Job Description (1 of 2)

Line of responsibility

The Nursery Manager is responsible for overseeing the daily operations of the nursery, ensuring the highest standards of care and education for children in line with the Early Years Framework. They will be ultimately responsible to the Head of the Lower School.

Overall Responsibilities of the Nursery Manager:

- To ensure the provision is of the highest quality; providing a safe, stimulating and caring child-centred environment catering for the children's educational and developmental needs.
- To oversee and develop the curriculum, operating policies and procedures for the Nursery.
- To develop and implement policies, procedures, and systems to ensure the smooth running of the Nursery.
- Ensure that the nursery meets all statutory and regulatory requirements.
- Maintain high standards of health and safety, hygiene, and cleanliness throughout the nursery.
- To prudently manage an approved budget for the Nursery.
- To ensure a high standard of physical, emotional, social and intellectual care for children placed in the Nursery and Pre-Nursery, including monitoring, evaluating and developing the provision.
- To foster positive relationships with the parents/ carers.
- To manage staff within the Nursery and pre-Nursery setting.
- Together with the SLT, recruit new members of staff.

Key Role of the Nursery Manager:

To ensure the smooth and effective running of the Nursery and Pre-Nursery, providing high-quality care and outstanding education to children, which challenges and inspires all.

The Nursery Manager is responsible to the Head of the Lower School in the following ways:

Operational Management:

- Ensure the smooth daily operations of the Nursery, including staffing, scheduling, and resource management.
- Maintain required standards, ratios, and conditions of registration at all times.
- Ensure adherence to the Nursery's safeguarding procedures, liaising with the Designated Safeguarding Lead (DSL) as needed.
- Ensure the highest standards of safety and security are maintained by all staff within the Nursery.

Curriculum Delivery:

- Oversee the planning and implementation of the Early Years Foundation Stage (EYFS) curriculum, ensuring it meets the school's high educational standards and supports progression into Pre-Prep.
- Develop and implement initiatives that support children's individual needs within the group setting.

H Job Description (2 of 2)

- Monitor and evaluate the effectiveness of the curriculum, identifying areas for development.
- Ensure that individual records of children's educational and developmental progress are kept up to date.

Staff Supervision and Development:

- Lead and support the Nursery and Pre-Nursery teams with direction, pride, and energy.
- Identify staff training and development needs.
- Manage and implement the annual appraisal process, liaising with the Senior Leadership Team (SLT).

Safeguarding and Welfare:

- Ensure the safety, health, and well-being of all children in the Nursery.
- Adhere to the nursery's safeguarding policies at all times.
- Liaise with the DSL on any safeguarding concerns.

Parental Engagement:

- Build strong relationships with parents and carers through daily communication, resolving any issues or complaints promptly.
- Encourage the involvement of parents and carers in all aspects of the Nursery's work, including regular reviews of their children's progress.
- Organise events that encourage parent/carer participation, fostering a strong community ethos within the school.

Revision of Job Description

The above list is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may be reasonably expected within the scope of the post. Job descriptions should be regularly reviewed to ensure they are an accurate representation of the post.



How to Apply

Norfolk House School is seeking to appoint a new Nursery Manager from February 2025.

To apply, please complete an application on the online portal where you found this listing, or by completing a school application form with a supporting cover letter.

School application forms should be sent directly to Michelle Power (mpower@norfolkhouseschool.org). Please include current salary details and the names and addresses of two referees. Referees may be approached prior to interview but not without prior permission from candidates.

For an initial discussion, please contact:

Michelle Power, School Business Manager on +44 (0)20 8883 4584 or at mpower@norfolkhouseschool.org

Further information about Norfolk House can be found on the website at www.norfolkhouseschool.org

Norfolk House School and its parent group, Bellevue Education, are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS)



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