



RGS
SPRINGFIELD

Nursery Manager



Nursery Manager

- Responsible to:** Director of Finance and Operations
- Responsible for:** To manage the RGS Springfield Nursery and have oversight of daily operations to ensure a safe, compliant and stimulating educational environment for children
- Working Hours:** 40 hours per week, all year round
- Location:** RGS Springfield

General purpose:

RGS Springfield Nursery is part of the RGS Family of Schools, with RGS Worcester being a fully co-educational senior school in Worcester, two preparatory schools at RGS The Grange in Claines, and RGS Dodderhill in Droitwich Spa, along with a senior school for girls up to age 16 also at RGS Dodderhill.

RGS Springfield Nursery is on a transformative journey having recently been repurposed into a nursery facility with great ambition for its future.

The Nursery now requires a Manager who can inspire others through leadership and management and who can embark on this development journey with us bringing expertise in budgeting, staff management and development, marketing and admissions, compliance and the development of good working relationships with parents and families, stakeholders, and the wider RGS School community.



Key Tasks and Responsibilities

Leadership and Management

- To establish and continually review management systems, structures and financial performance of the Nursery to ensure sustainability and continuing development of the Nursery within the wider RGS School community;
- Together with the DFO, to identify and evaluate needs, opportunities and resources for the development of new areas of activity for RGS Springfield Nursery.

Financial Management

- Work with the DFO and School Accountant to develop a budget, and to monitor progress against the budget at regular intervals;
- Ensure effective processes are in place to specify, source, purchase and receive goods and services to support the nursery's activities and achieve value for money;
- Liaise with HR and Payroll to ensure the accurate payment of salaries, allowances, overtime and other payments to staff;
- Keep up to date with funding changes in the early years and education sectors working with the wider RGS Leadership team and key departments.

Staff Management and Development

- Overall management responsibility for the Nursery staff and line management of Nursery staff and Senior Administrator;
- Ensure that suitably able and qualified staff are recruited, inducted, developed and retained within the RGS Nursery;
- Develop and oversee the policies and practices of continuous nursery improvement and staff development in consultation with the Head of HR;
- Organise team and whole nursery staff meetings as required.



Key Tasks and Responsibilities continued

Risk Management and Compliance

- Identify operational risks to RGS Springfield Nursery in consultation with the DFO;
- Ensure all relevant risk mitigation plans are in place and kept under review;
- Ensure the nursery buildings, grounds, premises and equipment are maintained in good repair and cleanliness and liaise with the Head of Estates regarding any issues;
- Ensure compliance with all ISI, Ofsted, safeguarding, health and safety, data protection, GDPR and other regulatory requirements in consultation with other RGS departments;
- Act as the Designated Safeguarding Lead for the setting with an appropriate number of DDSLs in place.

Communication, Marketing and Relationships

- Develop and maintain positive and constructive working relationships with staff, families and the wider RGS community;
- Develop and implement marketing strategies in consultation with the Head of Marketing and the DFO;
- Research and develop new income streams for RGS Springfield Nursery;
- With the DFO, identify and evaluate needs, opportunities and resourcing for new areas of activity;
- Oversee the Nursery's engagement with potential families during the admissions process and engage with the Marketing department in relation to promotional materials;
- Attend Open Days and RGS Family of Schools events as appropriate.



Person Specification

Competencies

- Relevant management qualifications or experience in a similar role - **essential**
- Highly effective organisational and administrative skills with strong attention to detail - **essential**
- Strong people management skills with an ability to lead and manage a team - **essential**
- Ability to write reports and keep clear and accurate records - **essential**
- Ability to develop effective relationships with stakeholders and others, working effectively within small and wider teams - **essential**
- Have the ability to successfully navigate and implement organisational changes, and ensure the change is effectively integrated into the existing structure and culture - **essential**

Knowledge and Experience

- A minimum of 2 years' recent experience of working in a Preschool or Nursery setting within a senior practitioner or manager role - **essential**
- Excellent working knowledge of the EYFS and current Ofsted statutory guidance - **essential**
- Understanding of SEN and Nursery Education Funding - **essential**
- Knowledge and proven practical experience of implementing good quality learning opportunities - **essential**
- Experience of working within an independent school setting - **desirable**
- Knowledge of health and safety legislation as applicable in the setting - **desirable**
- Experience of managing budgets in a nursery setting - **essential**
- Experience of staff management including Safer Recruitment, contracts and appointments and performance management - **essential**



Person Specification continued

Education

- Hold a relevant qualification (BA in Childhood Studies, for example) or, as a minimum, NVQ Level 3 qualification in Children and Young People's Workforce or equivalent - **essential**
- Have demonstrable knowledge and experience of inspection frameworks such as Ofsted or ISI - **essential**
- GCSEs in English and Maths at grade C/4 or equivalent - **essential**
- Paediatric First Aid - **essential**
- DSL training (or willingness to undertake) - **essential**

The post holder should be aware that the above job description and specification is not exhaustive. The post holder should be willing to partake in all activities that positively contribute to the life of the school. Any changes to the above description will be done in a timely manner and in consultation with the post holder.

RGS Springfield Nursery

RGS Springfield Nursery is a warm and homely setting, nestled in the heart of beautiful Britannia Square in Worcester City Centre.

We provide an exceptional early years education for children aged 2 to 4, with small group sizes, specialist sessions and a play-based approach that encourages curiosity, confidence, and a love of learning.

We pride ourselves on excellent relationships between staff and children and between children of different ages. This is of great value in developing confidence in each individual child which is at the heart of our ethos.

Why do parents choose RGS Springfield Nursery?

RGS Springfield Nursery is a welcoming and nurturing environment where children feel at home from the moment they arrive. Housed in a beautiful Georgian house, our Nursery offers a warm, homely setting where young children can grow, explore, and develop at their own pace.

Our experienced and dedicated staff create a family-like atmosphere, ensuring that every child feels valued, supported, and encouraged as they take their first steps in education.

Nestled in the tranquil surroundings of Britannia Square, our Nursery benefits from a unique location—right in the heart of Worcester yet set within quiet, spacious grounds. With large gardens, a Forest School, and an adventure playground, children have plenty of space to play, connect with nature, and build their confidence in an inspiring outdoor space.

Our central location makes us easily accessible for families, while our peaceful grounds provide the perfect environment for children to learn and thrive.





Process of Application

All candidates are required to apply via the TES online application form (no CVs will be accepted).

The RGS Family of Schools reserves the right to close applications early if suitable calibre apply, candidates may be called early to interview.

We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

A completed TES application form with the names, addresses, telephone numbers and e-mail addresses of two referees should be provided. All candidates invited for interview will be required to prove their identity and their entitlement to work in the UK, and the person appointed will be subject to an enhanced DBS check, Prohibition Check, Right to Work in the UK and other checks specified by the Department for Education and Independent School's Inspectorate.

Rehabilitation of offenders: This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide.

The Governors of RGS Worcester 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. Registered Charity No. 112064

Staff appointed to The RGS Worcester Family of Schools are enrolled in the AVIVA Pension Trust for Independent Schools pension scheme (APTIS), which is a Defined Contribution scheme designed specifically for staff in the independent education sector. Through APTIS, we offer a competitive and sustainable pension package. As your employer, we contribute 10% while your contribution would be a minimum of 3%, ensuring a solid foundation for your retirement planning. APTIS also provides flexibility and benefits tailored to your needs.

'Welcoming, unaffected and academically on the up and up, while still valuing the breadth of opportunities outside the classroom.'

- The Good Schools Guide



How to find us

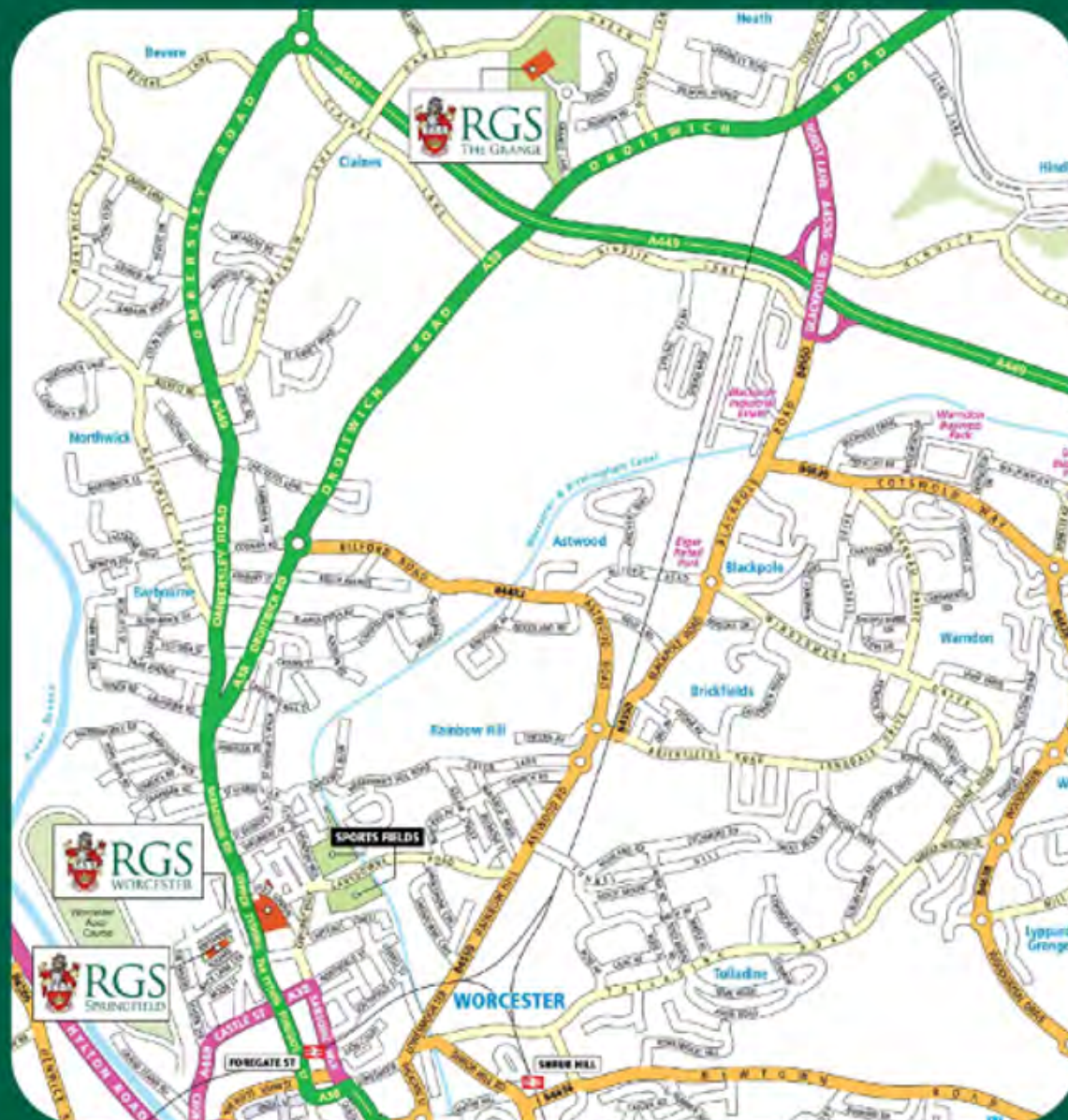
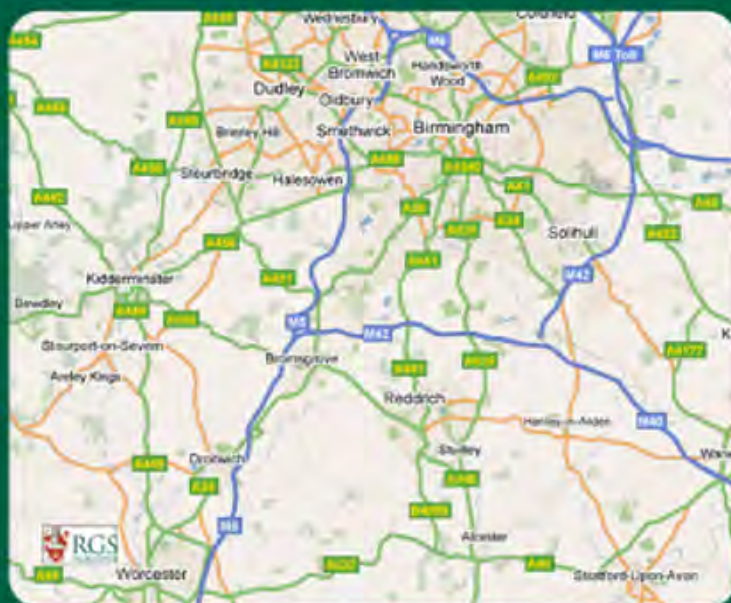
By Road:

The most direct route is via the M5. Leave at Junction 6 and join the A449.

Travel through the first intersection and continue until you reach a roundabout. Take the second exit at the roundabout into Ombersley Road, A449. Travel for 2 miles on this road which leads into Barbourne Road and then Upper Tything, A38. After The Talbot public house on the left, turn right into Hebb Street then left onto Britannia Square. Take the third right; the gate to RGS Springfield is two thirds along the side of the Square on the left hand side.

By Rail:

The closest railway station is Worcester Foregate Station. On arrival exit the station and turn right. Walk for approximately five minutes until you come to RGS Worcester on your right hand side. Use the pedestrian crossing to cross the road, turning left and then first right. Britannia Square is located on your right hand side.



RGS Worcester | RGS The Grange | RGS Springfield | RGS Dodderhill

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