



**Heathcote  
House  
Nursery**

# **NURSERY MANAGER**

Candidate Pack



# Nursery Manager

## Overview

Are you passionate about nurturing young minds, and creating a magical learning environment?

This role would suit an Early Years professional, with the ability to help lead and support an incredible team of nursery staff and children, someone who will feel excited about working with us.

If you think this could be you, we have a fantastic package for you, and a warm welcome awaits!

## Job Description

We are seeking to appoint a dynamic and ambitious Nursery Manager at Heathcote House Nursery in the beautiful market town of Devizes. The successful candidate will be passionate about delivering high-quality Early Years provision and experienced in managing a setting with 90-100+ children attending. You will be responsible for leading the day-to-day operation of the nursery with the support of Wishford Education, and be ready to take an already successful nursery to new heights. The nursery was inspected by Ofsted in June 2025 and rated Good in all areas: [find link here](#). In particular, the inspector praised the positive interactions between staff and children.

## Why Join Us?

- A supportive, family-like team culture.
- Opportunities for professional development and career progression.
- A beautiful, homely setting where children and staff feel valued.

## Hours, Salary & Benefits

**Hours of work:** 40 hours, 51 weeks a year

**Contract type:** Permanent

**Salary:** £37,000.00 - £42,000 pa based on qualifications and experience.

### Benefits:

- 5% employer pension
- EV scheme through Octopus
- Cycle to work scheme and shopping discounts
- 50% fee discount for the sessions your child attends on the days you work in the nursery
- Access to the group's counselling scheme
- 3 x days of paid CPD / training per year
- 25 days holiday per year,
- Paid bank holidays off plus Christmas closure
- Access to fully funded apprenticeships
- Accident at work insurance cover
- Staff uniform provided



# Nursery Manager

## Knowledge & Skills

- In-depth understanding of the EYFS framework and early childhood development.
- Strong leadership and team management skills.
- Engage in continuous professional development, staying informed on sector developments, regulatory changes, and best practices in Early Years education.
- Be financially aware and target-drive, with proven experience in managing budgets, controlling costs and achieving financial objectives.
- Excellent communication, organisation, and time management.
- Confident in using data to drive improvement and inform planning.
- IT literate, with experience using nursery management systems (e.g., EYWorks).

## Responsibilities

### Strategic & Operational Leadership

- Manage the day-to-day operation of the nursery, ensuring compliance with EYFS, and health and safety standards.
- Lead the next stage of nursery growth, including marketing and implementation.
- Have an up to date working knowledge of the Early Years Framework and all other statutory guidance.
- Inspire a large and friendly team of early years professionals and provide regular training and continued staff support.
- Monitor and maintain high standards of care, education, and safeguarding.
- Work closely with the Nursery Area Manager and the support team from Wishford Education to manage child occupancy, financial budgets, and staffing.
- Work with Talent Acquisition Partner to recruit and induct new staff members.

## Personal Qualities

- A warm, approachable, and child-centred leader.
- Willingness to work flexibly as required around the needs of the nursery.
- Passionate about creating a homely, happy, and high-achieving environment.
- Resilient, proactive, and solutions focused.
- A team player with a sense of humour and a “can-do” attitude.
- Committed to safeguarding, inclusion, and continuous improvement.

## Qualifications

- Level 3, 4, or 5 qualification in Early Years (e.g., CACHE, NVQ).
- Minimum 3 years' experience in nursery management, ideally in a large setting (90+ occupancy).
- Proven track record of delivering high standards in early years education and care.





## Responsibilities (cont.)

### Safeguarding

- Act as the Designated Safeguarding Lead (DSL) for the nursery, ensuring all staff understand and comply with safeguarding procedures.
- Lead on all safeguarding matters, including referrals, staff training, and liaising with external agencies, and ensuring full compliance with EYFS, Ofsted, and local authority regulations.
- Maintain accurate, confidential records for children, staff, and incidents.
- Keep safeguarding logs, accident/incident reports, and child development records up to date,
- Maintain up-to-date knowledge of safeguarding legislation and best practices.
- Take overall responsibility for the safety and the well-being of all children in the setting, conducting regular risk assessments, and promoting a culture of vigilance and proactive safeguarding among all staff.

### Nursery Profitability

- Maximise nursery occupancy through proactive enrolment strategies and excellent parent engagement.
- Ensure efficient staff deployment aligned with child ratios and budget constraints.
- Oversee procurement and use of resources to ensure quality and cost-efficiency.
- Lead local marketing initiatives and promote the nursery through events and community outreach.
- Work with the Nursery Marketing and Admissions Executive to manage the nursery's online presence.
- Monitor and respond to parent feedback and online reviews, mainly on DayNurseries.com, to maintain a positive reputation.
- Build strong relationships with the local community to enhance visibility and trust.

- Work with the Nursery Finance Business Partner to achieve financial targets, manage nursery budgets, and monitor income and expenditure.
- Oversee fee collection processes and manage outstanding charges professionally and sensitively.

### Management and Leadership

- Motivate and inspire your nursery team.
- Foster a positive, collaborative team culture that encourages high morale and staff engagement.
- Conduct regular performance reviews, support senior/room leaders, and set clear goals, targets and expectations.
- Promote a healthy work-life balance and implement wellbeing initiatives.
- Identify training needs, support continuous professional development, and ensure all staff meet required qualifications and standards.

### Teaching & Learning

- Create a safe, stimulating, and nurturing environment where children flourish.
- Lead the delivery of the EYFS curriculum with creativity and care.
- Oversee planning, assessment, and evaluation to ensure high-quality learning experiences.
- Support children with additional needs in collaboration with the Nursery Area Manager and external agencies.

### Parent & Community Engagement

- Build strong, positive relationships with parents through regular communication, meetings, and events.
- Ensure new families feel welcomed and supported from their first visit.
- Represent the nursery with professionalism, warmth, and integrity at all times.
- Foster strong relationships with families, ensuring open communication and trust.

## About Heathcote House

We are a friendly, homely nursery setting with a love for the outdoors, in large grounds in the centre of Devizes. We cater for children 0-school age across 4 indoor play spaces and huge outside spaces, including an allotment, wooded area and dedicated, safe enclosed play spaces for our youngest children. We believe in the power of play, the magic of imagination, and the importance of early years education.

We are just about to embark on our journey to achieving the Curiosity approach accreditation.

Our website is:

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

Heathcote House Nursery is part of the Wishford Education group:

[www.wishford.co.uk/our-nurseries](http://www.wishford.co.uk/our-nurseries)

Wishford Education ensure that each site maintains its independence whilst also offering group wide support and collaboration.

## Apply Now

All applications must be made using Wishford Education's Application Form, which can be found using the button below or through [our website](#).

[Application Form](#)

## Important Information

Heathcote House Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All applicants will be subject to a Disclosure and Barring Service check before appointment is confirmed.

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds.

Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.

Interviews will take place as we receive applications, so prompt application is encouraged.

## Contact Details

Please contact Molly Rees at [HR@wishford.co.uk](mailto:HR@wishford.co.uk) for any adjustments for the application or interview process or any questions about the role.

