

NURSERY MANAGER

Closing Date: 11 May 2026 at noon
Start Date: June 2026



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Introduction

We are seeking an enthusiastic and experienced Nursery Manager to lead our dedicated childcare team and ensure the delivery of high-quality early years education and care. This is a fantastic opportunity for someone who is passionate about child development, staff leadership, and fostering a nurturing and stimulating environment for our young learners.

This role would be well suited for an individual who has strong experience as a Senior, Depute Manager or in a current Manager's role and looking to take the next step in their career.

Main Duties

Leadership and Management

1. To give effective leadership and management to the Nursery, promote effective links with the Junior School and ensure that the Nursery makes a strong contribution towards the School meeting its aims.
2. Ensure that the Nursery operates in line with current HMIE and Care Inspectorate guidance. Working with agencies and external partners to best support children.

Learning

3. To provide arrangements and an atmosphere throughout the Nursery that promote effective learning within the context of a caring, nurturing, environment in line with Care inspectorate and National Policies and Practice.

Curriculum

4. To provide a framework for the curriculum, based around individual needs, that offers children a range of opportunities designed to help them develop and achieve.





Main Duties

Education

- 5.To provide and promote effective educational experiences within the Nursery that is marked by high, but realistic, expectations and which promotes a joy and curiosity in learning that forms a sound foundation for childrens' continuing achievement in later life.

Learning Support

- 6.To provide and promote challenge and support in learning within the Nursery that are well suited to children's individual abilities and needs, working in conjunction with the Pupil Support department where appropriate.

Assessing Pupils' Progress in Learning and Development

- 7.To provide effective arrangements for assessing, recording and reporting progress and achievement in line with School policies and national standards.
- 8.Ensure that individual care and learning plans are maintained to a high standard.

Quality Improvement

- 9.To implement a systematic programme of quality improvement within the Nursery and develop others' capacity for self-evaluation and improvement.

Main Duties

Responsiveness

10. To contribute to whole-School developments and projects as requested by the Head of Junior School and undertake any other duties reasonably required.

Accountability

11. To be accountable to the Head of Junior School for performance of main duties and objectives.

Reporting

12. To make reports on any aspect of the Nursery's work as requested by the Head of Junior School.
13. Ensure that all reports, returns and other communications with the Care Inspectorate etc are managed in a timely and effective manner.
14. Keeping up to date and accurate records and registers in line with legislation.
15. Providing progress reports to parents and carers.





Specific Objectives

Health and Safety

1. To take all reasonable steps to ensure the safety and welfare of children and staff and maintain appropriate risk assessments for all aspects of the Nursery.
2. To take all reasonable steps to protect and maintain the fabric of the School buildings and the School estate.

Departmental and School Profiles

3. To promote a positive, high profile for the Nursery and the School with pupils, staff, the Staff Council, parents, other schools and key support agencies.
4. Play a lead role in the admissions process for Nursery children.
5. Work alongside the school's Marketing department to promote the Nursery and lead tours when required.

Specific Objectives

Strategic Management

6. To maintain a strategic overview of the work of the Nursery, giving direction and support to staff as required, promote appropriate links with the Junior School and advise the Head of Junior School about requirements, successes and concerns.
7. To chair and lead regular Nursery leadership meetings, ensuring that key action points are documented and achieved.
8. To act as line-manager for Nursery staff, undertake their annual staff development and reviews and oversee their annual programme of personal professional development.
9. Ensure that appropriate staffing is in place at all times and adhere to the SSSC Code of Practice.
10. To manage a systematic planning programme for the Nursery, including concise policy statements on all key aspects of the Nursery's work, and an Improvement Plan that complements the School Improvement Plan and which is provided in the Summer Term of the preceding year.





Specific Objectives

Strategic Management

11. To manage a systematic programme of quality improvement that evaluates the work of staff and the Nursery as a whole and which identifies developments for inclusion in the next Improvement Plan.
12. To provide an effective programme of assessment that supports learning and is well suited to the needs of all children and to the requirements of external bodies such as the Care Inspectorate and other agencies.
13. To maintain an up to date, accurate record of each child's progress and development.
14. To make up to date, accurate reports on each child's progress and development as requested by the Head of Junior School.

Resources

15. To plan and manage the Nursery budget and make appropriate resource provision for children's learning and experiences.
16. To make effective use of the accommodation, resources and facilities within the Nursery and School.

Person Specification

Essential

- Experience in an early years leadership role.
- Relevant childcare qualifications (minimum SCQF Level 7 or equivalent, PDA or working towards a qualification in BA Childhood practice would be desirable).
- Strong understanding of national early years frameworks and guidance (e.g., GIRFEC, Curriculum for Excellence, Realising the Ambition).
- Strong leadership, communication, and organisational skills.
- Commitment to safeguarding, child wellbeing and developmental outcomes.
- Ability to work collaboratively with staff, families, and external agencies.
- Positive, proactive and professional approach to early years education.
- A current PVG and SSSC registration.



Desirable

- First Aid qualification
- Food Hygiene
- Willingness to undertake further development consistent with the post.

Terms and Conditions

Any offer of employment will be subject to Safer Recruitment checks; suitable clearance through Disclosure Scotland's PVG scheme, the receipt of two satisfactory professional references and proof of the Right to Work in the UK.



Remuneration

Competitive salary aligned with experience and responsibility.

Hours of Work

40 hours per week, all-year-round.

Holidays

25 days per annum, plus public holidays. 5 days must be used during the Christmas break.

Application for Nursery Manager

Please complete your application [here](#).



Hamilton
College

Nursery

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