



Nursery Manager (Founding/Start-Up Manager)

Information for
Applicants



**Kingsley
Explorers**

Nursery Manager (Founding/Start-Up Manager)

Information for Applicants

The Role

We are seeking a founding Nursery Manager who will shape and launch our new all-year nursery. This pivotal role sets the culture, ethos and high expectations for a brand-new setting and leads the team to deliver outstanding education and care from day one.

What We Offer

- Generous annual leave, strong pension with employer contribution and wellbeing support.
- High-quality CPD, professional supervision and the opportunity to build a new setting from inception.

Job Title

Nursery Manager (Founding / Start-Up Manager)

Job Details

Job type: Full time, full year (40 hours per week)

Salary

Salary offered will be commensurate with skills and experience, up to £50,000 per annum.

Purpose of The Role

The Nursery Manager will work closely with the Nursery's Nominated Individual for Ofsted, and serve as the primary operational contact with responsibility for the establishment, registration and leadership of a private, all-year-round nursery offering 60+ childcare places. The postholder will ensure full compliance with the EYFS Statutory Framework, Ofsted registration requirements, safeguarding legislation and all associated regulatory duties.

Nursery Manager (Founding/Start-Up Manager)

Information for Applicants

Key Responsibilities

Strategic Leadership and Nursery Establishment

- Lead planning, development and opening of the nursery, including premises readiness, policies and staff recruitment.
- Prepare and maintain Ofsted registration documentation and inspection readiness.
- Develop and embed the nursery's ethos, vision and values; create annual improvement plans and risk registers.

Regulatory Compliance and Safeguarding

- Act as Designated Safeguarding Lead; embed safer recruitment and staff training.
- Ensure full compliance with the EYFS Statutory Framework, Ofsted conditions and the Education Inspection Framework (EIF).
- Oversee health & safety, first aid, fire safety and food hygiene; maintain risk assessments and staff competencies.
- Ensure data protection compliance (UK GDPR and DPA 2018) and secure record-keeping.
- Maintain the Single Central Record and ensure all pre-employment checks are completed and recorded.
- Ensure ongoing compliance with suitability, notification and reporting requirements, including timely notifications of significant events.
- Ensure governance and reporting arrangements reflect the nursery's status as a separate legal trading entity.

Curriculum and Quality of Education

- Design and oversee a high-quality EYFS curriculum that secures excellent outcomes for all children.
- Use Development Matters and evidence-informed practice for observation, assessment and planning.
- Promote inclusive practice and SEND provision, working closely with the SENDCo and external professionals.
- Use learning walks, coaching, audits and parent feedback to drive continuous improvement and Ofsted readiness.

Nursery Manager (Founding/Start-Up Manager)

Information for Applicants

Staffing and Leadership

- Recruit, induct and manage staff; set clear standards of practice and conduct.
- Plan rotas to meet statutory ratios and qualifications, including cover for leave and absence.
- Provide regular supervision, appraisal and CPD; identify and develop future leaders.
- Promote a positive, inclusive working environment that supports wellbeing and high expectations.

Business and Operational Management

- Lead and manage occupancy and admissions; lead parent tours and maintain excellent communications.
- Oversee budgeting, fee setting, invoicing and debt management; deliver agreed financial targets.
- Ensure accurate records, data integrity and effective use of nursery management systems.
- Procure resources and services cost-effectively; maintain inventories and premises standards.
- Lead policy review cycles and ensure consistent implementation.

Person Specification

Essential Qualifications and Experience

- Full and relevant Level 3 Early Years qualification; Level 2 English and Mathematics.
- Up-to-date Designated Safeguarding Lead (DSL) training and strong knowledge of current safeguarding guidance.
- Paediatric First Aid (12-hour) and Food Hygiene (Level 2) (or willingness to update immediately).
- 2-3+ years in a management or deputy role within a nursery setting, with evidence of impact.
- Proven understanding of the EYFS and Ofsted's EIF and how these translate into everyday practice.
- Excellent communication, interpersonal and organisational skills; proficient IT user

Desirable

- Level 5/6 in Early Years or Leadership (e.g., EYTS, BA Early Childhood).
- Experience registering a new setting and/or leading through Ofsted inspection.
- SENDCo qualification/experience; Level 3 DSL; IOSH/NEBOSH or equivalent H&S training.

Skills and Attributes

- Warm, visible, values-led leadership; role-models excellent practice.
- Builds strong relationships with children, families, staff and external partners.
- Organised, solutions-focused and resilient; able to prioritise effectively in a fast-paced environment.
- Commitment to equality, inclusion and continuous improvement.

Nursery Manager (Founding/Start-Up Manager)

Information for Applicants

Safeguarding Statement

This role is subject to enhanced DBS and suitability checks in line with statutory requirements. Ongoing suitability will be monitored. We expect all staff to share our commitment to safeguarding and promoting the welfare of children.