St Mary's School
Gerrards Cross



Application Pack

Job Role: Nursery Manager

Start Date: January 2027

Closing Date: 9:00am Monday 30th November 2026

Interview Date: TBC

Early applications are advised as the school reserves the right to appoint at any stage during the application process.

Welcome from Head

St Mary's is a truly special place to work — from the moment you step though our doors, you experience the warmth of the community and the clear sense that each individual student is at the heart of all that we do. Every member of staff plays a vital role in helping our students flourish and achieve their dreams and ambitions.

Our motto, *Embrace – Empower – Excel,* reflects not only our approach to educating our students, but also the professional culture we foster. We value individuality, encourage ambition, and create space for both students and staff to grow and excel.

Working at St Mary's means joining a team where collaboration, kindness, and high expectations go hand in hand. We offer opportunities for professional development, leadership and innovation, and we welcome applications from those who are excited to contribute to the life of a forward-thinking, dynamic school.

St Mary's recently announced that we would open our doors to boys in all Prep School years as well as Years 7 & 12 in September 2027. This will be a phased transition to be fully-co-educational by 2031.

If you are looking to make a meaningful impact in a school that is dedicated to developing our students, then we want to hear from you.

About St Mary's School





St Mary's is an independent day school for children aged 3-18 in the heart of Gerrards Cross, Buckinghamshire.

Founded in Paddington in 1872, the school moved to its present site in 1942. Class sizes average 16-18 for Key Stage 3 and class sizes for GCSE and A Level average 14. Academic outcomes are excellent with 51% of this year's A Level grades at A* - A.

St Mary's School is warm friendly community where parents, staff, students, and governors work together to ensure that every student exceeds their potential whilst genuinely enjoying school life, making memories, and building skills to equip them to be successful through the future years.

Our students leave with the resilience to take on the next challenge, the ambition to follow their dreams and the confidence in themselves to go from success to success in their future careers. Through the pastoral and classroom support they receive at St Mary's, our students know their worth, who they are as an individual, and what they want to go on to do.

Well-being and happiness of staff and students alike is at the heart of our success – a happy school is a successful school!

Joining St Mary's staff community, you would be welcomed into a supportive, close-knit community who can regularly be found spending lunch times in the Senior or Prep staff room, enjoying social time outside of school, competing in the teacher's relay, performing in the school orchestra or at an open mic event, and can even be caught on a space hopper on the lawn on the last day of term!

St Mary's School Values

St Mary's is committed to providing an excellent education in a caring, happy environment, where each child develops self-confidence and exceeds their potential.

Staff and students, alike, are encouraged to find their own SMS Spirit by exploring our huge range of Co-Curricular activities to try new skills and meet new people, explore different learning or teaching techniques in small classes and make friends from Nursery right through to Sixth Form through our House System and whole school opportunities that brings.

Staff are supported in their roles through Department Heads, and SLT links, with well-being at the heart of staff satisfaction and the positive morale which we pride ourselves on. A comprehensive CPD programme allows for staff members to grow personally and professionally and broaden their skills in their specialist areas finding their very own SMS Spirit in their own individual ways.

Our whole school community operates under our TAKE CARE acronym which ensures each individual reaches his or their potential in a supportive and challenging environment.





T – Team Work – we work together to ensure we achieve the best outcomes for our students, pastorally and academically, and that as a staff community we work in a supportive, collaborative caring team who have each other's backs.

A – Ambition – we go above and beyond in everything we do. We look for the WOW factor at every opportunity.

K – Kindness – through our ethos runs the theme of kindness. Everything our staff and students do should consider kindness first.

E – Enthusiasm – staff and students alike bring the energy and desire to succeed.

C – Curiosity – we always ask why.

A – Adventure – work should be exciting, satisfying and thrilling – we are spending time doing what we feel passionately about.

R – Resilience – we carry on in the face of challenge, and come out stronger and wiser.

E – Excellence – aim for the highest quality in all that we do.

Why Work at St Mary's?

- Competitive Salary
- Support Staff Pension Scheme
- Fee Remission at St Mary's
- Subsidised staff socials
- Annual pay review





- Hot daily meal
- Use of fitness suite
- On-site parking if available
- Free annual flu vaccine
- Electric Car purchase Scheme
- Cycle to work Scheme
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- Full staff induction in Term 1
- Staff buddy system
- Full training and development program
- Equal opportunities for all
- Well-being committee to share ideas



All staff share responsibility for promoting and safeguarding the welfare of our students and must adhere to, and comply with, the School's safeguarding and Child Protection Policy at all times.

The Role
Nursery Manager

St Mary's School is seeking a warm, approachable, experienced and nurturing Nursery Manager with a genuine passion for Early Years education to join our Early Years team. The successful candidate will lead a nursery room on a daily basis, ensuring the highest standards of care, education and wellbeing for all students within the Early Years Foundation Stage (EYFS). They will have a good understanding of Early Years Government Funding and assist with its administration.

The Nursery Manager will provide inspiring leadership for their room team, create a stimulating and inclusive learning environment, and ensure that every student is supported to flourish academically, socially and emotionally. They will be a collaborative team player who values partnership with parents, colleagues and external professionals to deliver outstanding early years provision in line with the school's ethos and values.

This is a Full-Time role throughout the year.

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Main Duties

Leadership and Management	*Lead a nursery room on a day-to-day basis, ensuring high standards of teaching, learning and care.*
	Act as a positive role model for students and colleagues.
	Support, mentor and guide nursery practitioners within the room team.
	Promote a culture of excellence, collaboration and continuous improvement.
	Work closely with the Head of Pre-Prep to ensure the smooth running of the nursery provision.
	Contribute to curriculum planning and assessment in EYFS.
	Contribute to staff development by sharing best practice and supporting colleagues.

Teaching and Learning	*Plan and deliver engaging, creative and developmentally appropriate learning experiences in accordance with the EYFS framework.*
	Create a safe, stimulating and inclusive environment that encourages exploration, independence and curiosity.
	Monitor, assess and record student progress to inform future planning and next steps in learning.
	Review short and long-term planning to ensure it meets the needs and interests of all students.
	Support students through key transitions within the nursery and into school life.
	Ensure all students have equal access to learning opportunities and achieve their full potential.

Main Duties

Student Development and Wellbeing	*Foster positive relationships with students, promoting confidence, resilience and emotional wellbeing.*
	Support the individual needs of all students, including those with additional learning needs.
	Liaise with the Head of Pre-Prep, Head of Prep, LEAPS and external agencies where appropriate.
	Maintain accurate observations, assessments and developmental records.
	Act as a Key Person for designated students and maintain strong partnerships with families.

Partnerships with Parents	*Develop positive and professional relationships with parents and carers.*
	Communicate regularly regarding student progress and wellbeing
	Lead and contribute to parent meetings, consultations and nursery events.
	Support successful home-school partnerships that enhance student learning and development.





Main Duties

Safeguarding and compliance	*Promote and safeguard the welfare of all students.*
	Ensure compliance with safeguarding, health and safety, and welfare requirements.
	Maintain a thorough understanding of child development, safeguarding and statutory requirements.
	Follow school policies and procedures at all times.
	Ensure nursery environments are safe, well-organised and presented to a high standard.

Wider Contribution	*Contribute positively to the life of the School and Early Years department.*
	Attend staff meetings, training sessions, parent events and professional development activities.
	Support open days, Stay and Play Sessions, some of which may fall on a Saturday, and any other promotional events as required.
	Undertake any other duties reasonably requested by the Head of Pre-Prep and Head of Prep.





Candidate Specification

Qualifications and Experience	*Full and relevant Level 3 Early Years qualification (or above). Essential*
	GCSE English and Mathematics (Grade C/4 or above) or equivalent. Essential.
	Paediatric First Aid qualification, or willingness to obtain. Essential.
	SEND training or experience supporting students with additional needs. Desirable

Knowledge and Skills	*Thorough understanding of the Early Years Foundation Stage (EYFS).*
	Knowledge of child development from birth to five years.
	Understanding of safeguarding and child protection legislation and guidance.
	Knowledge of SEND and inclusive practice desirable but not essential.
	Understanding of health and safety requirements within an Early Years environment. Desirable.
	Knowledge of outdoor learning approaches

Experience	*Previous experience working within an Early Years setting from age 2 upwards.*
	Experience leading a room or a team within a nursery or school-based Early Years provision.
	Experience planning and delivering learning in line with the EYFS framework.
	Experience observing, assessing and recording student development and progress
	Deputy Designated Safeguarding Lead experience. Desirable. Would need to undertake training if no current experience.
	Experience building positive relationships with parents and carers. Desirable.

Candidate Specification

Attributes	*Excellent communication and interpersonal skills.*
	Strong leadership and organisational abilities
	Ability to motivate, support and mentor colleagues
	Creative and innovative approach to teaching and learning
	Ability to build effective relationships with students, staff and parents
	Strong observation, assessment and planning skills.
	Ability to manage sensitive and confidential information appropriately.
	Positive, proactive and flexible approach to work.
	Commitment to high standards of care, education and professionalism.
	Enthusiasm, energy, empathy and a genuine passion for working with young children.



Safeguarding

St Mary's School is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants. The school expects all staff and volunteers to share this commitment and be willing to undergo checks with the Disclosure and Barring Service.



How to Apply

Please complete an application form on mynewterm https://mynewterm.com/home

Early applications are advised as the school reserves the right to appoint at any stage during the application process and for the advert to be removed from mynewterm.

Interviews will take approximately two hours and will be held at the school. As part of the process, you will meet with HR, prepare and execute a learning experience, be given a tour of the school and attend a panel interview. You will also be asked to provide documentation confirming your identity and qualifications and a search of an online social media presence may also be conducted as part of due diligence checks.

All applications will be acknowledged and interview dates are provided below. References will be requested for all those invited to interview.

Closing date for applications: 9:00am Monday 30th November 2026
Interview date: TBC
Holidays: 28 days + bank holidays
Hours: 40 hours per week
Salary: £38,000