



HOLSWORTHY

C OF E PRIMARY SCHOOL

Working together, growing together, all to flourish

JOB VACANCY

Nursery Manager - Holsworthy C of E Primary School

Salary details: Grade F

Job term: Permanent

Hours: Full Time/0.9 to be considered - 40 hours per week - All year round

Closing date: Wednesday 7th January 2026, 9am

Start date: 9th February 2026

Interview Date: 9th January 2026

Are you passionate about giving children the very best start in life? Do you possess excellent communication skills and a desire to support our younger learners in their Holsworthy journey? If so, we invite you to consider joining our team as a Nursery Manager!

About Us:

At Holsworthy Primary we are a warm and welcoming school. We have the exciting opportunity to be opening a new early years unit in February 2026. We are committed to providing a nurturing and stimulating learning environment where every child can thrive. We prioritise academic excellence, holistic development, and fostering a sense of community. We pride ourselves on creating a nurturing environment where all children, families, and staff can grow and thrive.

The Role:

We are seeking an experienced and motivated Nursery Manager to lead our setting. The successful candidate will be responsible for the day-to-day management of the nursery, ensuring the highest standards of care, education, and compliance with statutory requirements. The role will oversee the 9 month + room, 2 year old and 3 year old room.

Key Responsibilities:

- Lead, motivate, and support the nursery team to deliver outstanding childcare
- Ensure full compliance with EYFS, Ofsted, safeguarding, and health & safety regulations
- Manage staff recruitment, training, supervision, and appraisals
- Oversee nursery budgets, occupancy, and financial performance



Sanders Lane, EX22 6HD



01409 253700



admin@holsworthy-primary.devon.sch.uk



- Build strong relationships with parents, carers, and external professionals
- Ensure high-quality learning environments and effective curriculum planning
- Act as the Designated Safeguarding Lead (or willingness to train)

Job Description – please see attached for full job description:

- Plan/prep/deliver EYFS-aligned learning activities (individual, group, whole class)
- Observe, assess, record children's progress and contribute to learning plans
- Aid children with any additional needs; support transitions, parent engagement, outdoor and educational visits
- Promote independence, problem-solving, emotional regulation in a warm, inclusive manner
- Participate in room management, routines, headcounts, and First Aid
- Ensure robust safeguarding and health and safety procedures are in place
- Foster a positive and inclusive nursery environment conducive to learning and development based on relational practice
- Help to manage behaviour through a restorative approach and ensure adherence to school/nursery policies

Requirements/Qualifications:

- Minimum Level 3 Early Years qualification (Level 5 or above desirable)
- Proven experience in a Nursery Manager or Deputy Manager role
- Strong knowledge of EYFS, Ofsted frameworks, and safeguarding procedures
- Excellent leadership, organisational, and communication skills
- Paediatric First Aid (or willingness to obtain)
- Enhanced DBS check (required)
- **Desirable:** Paediatric First Aid, Safeguarding, Food Hygiene, Prevent Duty, Moving & Handling

Skills & Experience

- Minimum 1 year (up to 2+) experience in early-years or nursery setting
- Familiarity with EYFS learning goals, child development, SEN support, observations
- Strong communication, record keeping, organisation, initiative, teamwork, flexibility





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How to Apply:

Please visit the school website using the link below to apply.

<https://www.holsworthy-primary.devon.sch.uk/>

Applications must be submitted to vberry@holsworthy-primary.devon.sch.uk by 9am on Wednesday 7th January 2026.

Holsworthy Primary School is committed to safeguarding and promoting the welfare of children. The successful candidate will be required to undertake an enhanced DBS check and provide satisfactory references.



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