

DEPUTY NURSERY MANAGER

The Dixie Grammar school is a selective coeducational independent school set in three uniquely beautiful settings in rural Leicestershire. We are a happy school, in which our polite pupils are comfortable in their own skins, grounded, energetic and constantly challenged. This newly created role is part of the EYFS team at our Nursery and Junior site in Wellsborough in the Leicestershire countryside.

The School is pleased to be expanding its Nursery provision to offer a Nursery setting for ages 6 months and up for 50/51 weeks per year, 7.30am to 6pm. This exciting new role is a permanent, full-time position and will be crucial to the development of our new and expanded nursery setting. You will drive and deliver the highest standards of care throughout the "Little Leopards Nursery" as detailed in the nursery policies and procedures and in accordance with OFSTED and ISI requirements. You will also work closely with the Senior Management team at the Junior Section and be part of the duty rota for cover.

N.B. During term time, the Deputy Nursery Manager will work in close partnership with the Head of Nursery, supporting the day-to-day leadership, quality assurance, staff development and operational management of the nursery. During school holidays, when the Head of Nursery is not on duty, the Deputy will assume full responsibility as Acting Nursery Manager, leading the nursery provision, managing staff and ensuring the continued delivery of high-quality care and education.

The successful candidate must have:

- Several years' experience in a Nursery management/ deputy management role.
- Be qualified to at least Level 3, preferably with a management qualification.
- Have full knowledge and experience of applying Ofsted statutory guidance.
- Have excellent verbal and written communication and administration skills.

You will also be an empathetic leader, a good team player, be flexible in your approach and be passionate about transforming the learning of under 5's.

Anticipated Start date to commence 15 April 2026, although this can be flexible for the right candidate.

The post is full-time and is 40 hrs per week, for the whole year. 25 days holiday to be taken in term time (with prior agreement, alternative arrangements will be considered).

We offer a friendly and supportive working environment, complimentary lunches and a staff discount on school fees. The successful applicant will be required to undergo a DBS check as the role is designated as a regulated activity.

Salary range is £28,268 - £34,789, dependent upon experience, plus free lunches and a 5% matched pension contribution on qualifying earnings.

How to apply

Please send a letter of application and a completed application form (available on website www.dixie.org.uk) by e-mail to - **recruitment@dixie.org.uk**

Deadline for applications: **Friday 27 February 2026**

Interviews to be held Week commencing **9 March 2026**

Anticipated Start date to commence **15 April 2026**

N.B. we reserve the right to shortlist qualified candidates earlier should suitable applications be received.

To request an application form please call 01455 292244 option 2. or download from the school website www.dixie.org.uk

No Agencies please.

The School is committed to the safety and well-being of its students and is rigorous in its appointment procedures ensuring that the latest guidance is followed in respect of safer recruitment of staff, including visiting staff and, where required, volunteers. The School has a positive and effective Equal Opportunities Policy, actively promotes equality of opportunity and ensures that all recruitment is undertaken in line with the policy, Keeping Children Safe in Education (Sept 2025), Safer Recruitment principles and the Equality Act 2010. The School will comply with the Disqualification under the Childcare Act 2006 (DUCA), the Prevent Duty Guidance for England and Wales (2023) and any guidance or code of practice published by the by the Disclosure and Barring Service (DBS) and The Rehabilitation of Offenders Act