



# Parbold Douglas

NURSERY AND DUGGIES

## Applicant Pack

### Nursery Manager September 2026 [or earlier]



Welcome – Chris Lawson, Nursery Leader

Thank you for your interest in this vacancy at Parbold Douglas Nursery. We are a loving, aspirational and inclusive nursery, driven by our passion for nurturing children to flourish. With our morning and after-school provision, we are in a unique position to watch the majority of our nursery children go on to Parbold Douglas Church of England Academy and achieve great things.

Parbold Douglas Nursery operates out of Parbold Douglas Church of England Academy. The private business is led by a selection of Directors of the Academy Trust.

Serving the community of Parbold (West Lancashire) and its surrounding area we continue to expand to match the ever-increasing demand. Accepting children from 12 months, we have 80 spaces across our four rooms and adapt the provision to match demand where possible.

In September 2025, we expanded further and have renovated our rooms to maintain the highest of standards our parents have come to expect. You would be joining the setting at a very important and exciting time. Our nursery is a wonderful place to work. To fulfil our aspirational goals, we rely on our culture of togetherness. As a team and nursery and school family, we actively seek to serve one another. We celebrate and succeed together. All this, we do joyfully. **Parbold Douglas is an exceptionally happy place to be.**

**This role is unique**, as Nursery Manager you will in charge of the main aspects of running the nursery, **supported by the Nursery Leader**, who will work alongside you on the strategic vision and implementation. You will be **supported by an administration team** who will take care of funding and finance, leaving you the time to focus on the learning and experiences for our children. It truly is an exciting role!

If you share our vision and want to join a forward-thinking team, we would be delighted to hear from you.

Chris Lawson  
Nursery Leader and Director of Parbold Douglas Nursery Ltd.  
Headteacher of Parbold Douglas Church of England Academy



## Vacancy details

**Job role:** Nursery Manager

**Number of posts:** 1  
**Working pattern:** Full Time; All Year; Flexible Hours  
**Hours:** 34-38 hours  
**Contract type:** Permanent  
**Salary range:** Full Time: £34,988 to £43,874 (FTE)  
**Start of employment:** September 2026 or earlier.

Are you driven and excited at the prospect of managing, sustaining and improving the quality of provision across our nursery? Do you have the right skills required to lead a tight-knit and caring team of practitioners on their learning journey? Do you have the drive and commitment required for such an integral role?

We are seeking to appoint a member of staff to lead our superb team of nursery practitioners as a Nursery Manager. This role will be an all-year-round role ensuring coverage of leadership for the nursery.



You will be supported by a team to enable you to succeed in your role:

**Nursery Leader** – The headteacher of the school will provide guidance and strategic oversight, including managing the finances of the Nursery and Duggies and helping to deliver on the Nursery Development Plan.

**Nursery Deputy Manager** – With many years of experience within our setting you will be supported by a wider leadership team.

**Administrator and SBM**– Taking the strain by supporting you with any finance and funding areas, leaving you time to focus on the day-to-day running of the provision.

**Postholder will be responsible to:** Nursery Leader

Please see the Job Description and Person Specification for further detail about the position enclosed in this pack.

**Applications will close when the position is filled.**

The setting is committed to safeguarding and the successful candidate will be subject to an enhanced DBS and other relevant employment checks.

**We encourage potential applicants to arrange an informal conversation with the Nursery Manager prior to applying. See below for further information.**

## Nursery details

**School type:** Private  
**Phase:** 12 months – 11 years  
**School website:** <https://www.pda.lancs.sch.uk/>  
**Contact email:** [nursery@pda.lancs.sch.uk](mailto:nursery@pda.lancs.sch.uk)  
**Contact number:** 01257 462007

## Arranging a visit or conversation

We strongly encourage potential applicants to contact us before applying.

To arrange an informal conversation about the position with the Setting Leader, Chris Lawson, or to arrange a visit to the nursery, please email [nursery@pda.lancs.sch.uk](mailto:nursery@pda.lancs.sch.uk).

## Applications

All applications must be submitted using the attached application form. Once complete, please return this to the Nursery Leader at [nursery@pda.lancs.sch.uk](mailto:nursery@pda.lancs.sch.uk)

**The application form includes a short statement about your skills, abilities, and experiences.** This should be no longer than 500 words in length.

If you have questions about how to complete your application using the online form, please contact Chris Lawson on [nursery@pda.lancs.sch.uk](mailto:nursery@pda.lancs.sch.uk) (or 01257 462007).



## Person Specification

	Essential	Desirable
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<p><b>Qualifications and training</b></p>	<p>Full and relevant minimum level 3 qualification.</p> <p>Safeguarding/child protection training undertaken and a willingness to update training regularly.</p>	<p>Pediatric First Aid training.</p> <p>A qualification allowing the holder to work as a level 6 member of staff for the purpose of the staff: child ratios (e.g. Early Years Professional Status, Early Years Teacher Status, Qualified Teacher Status).</p> <p>Level 2 in Food Hygiene.</p>
<p><b>Experience</b></p>	<p>Experience working alongside a senior leadership team to develop policies, procedures, staff and curriculum directly or thorough constructive feedback.</p> <p>At least two years leadership experience, in an EYFS environment (e.g. as a room leader, deputy manager, manager, EYFS leader in a school, etc.).</p> <p>Experience of leading setting improvement with proven success.</p> <p>Experience of working with pupils with SEND, and pupils with emotional and behavioural difficulties.</p>	<p>Recent experience of working with children aged 4 to 11.</p> <p>Experience of providing line management to a team.</p> <p>Experience of leading a nursery</p>
<p><b>Knowledge and skills</b></p>	<p>Knowledge of safeguarding principles and procedures in relation to the post / setting.</p> <p>In-depth knowledge and understanding of the EYFS statutory framework and current legislation.</p> <p>An in depth understanding of curriculum and pedagogical issues in relation to EYFS.</p> <p>Ability to plan and arrange staffing rotas, ensuring compliance with staff: child ratios.</p> <p>An ability to lead innovative curricular development.</p> <p>Able to plan and deliver creative and stimulating teaching strategies which engage and motivate children.</p> <p>Knowledge and application of how to be a effective key worker.</p> <p>Knowledge of the principles of good practice relating to staff supervision.</p> <p>An ability to identify priorities for development and suggest appropriate measures for improvement.</p> <p>An ability to analyse, understand, interpret and respond to performance data (including attendance rates, pupil achievement, etc.).</p>	<p>Highly competent in using computer systems.</p> <p>Experience in administration skills and policy review.</p>

	<p>An understanding of professional development opportunities for EYFS and out-of-school club staff.</p> <p>A clear understanding of how to monitor and promote staff performance.</p> <p>Understanding of child development and how this contributes to teaching strategies and approaches.</p>	
<b>Personal qualities and abilities</b>	<p>Caring and nurturing (to staff and children).</p> <p>Flexible, reliable, enthusiastic and patient.</p> <p>A proactive and positive approach to building strong relationships with parents.</p> <p>Highly aspirational for all aspects of the setting's work (including both Nursery and Duggies).</p> <p>Excellent communication skills, written and verbal.</p> <p>Demonstrable leadership qualities, e.g. confidence, resilience, reflective attitude, honesty, willingness to be vulnerable and acknowledge mistakes, etc.</p> <p>An ability to establish and maintain professional working relationships.</p> <p>An ability to manage and prioritise a demanding workload, and that of others, if necessary.</p> <p>A high level of accuracy and attention to detail.</p> <p>Excellent time management skills and organisation.</p> <p>Ability to model good practice, inc. self-reflection.</p> <p>Ability to think strategically and solve problems.</p> <p>A positive approach to learning and gaining new skills through teamwork and training opportunities.</p> <p>Able to take control, lead and manage situations.</p>	

## Job Description

<b>Job title:</b>	Nursery Manager
<b>Setting / Organisation:</b>	Parbold Douglas Nursery Limited

<b>Line manager:</b>	Nursery Leader
<b>Supervisory responsibilities:</b>	Nursery Practitioners

Job Description (including details of main duties / responsibilities)

**General**

- Support the policies, ethos and vision of Parbold Douglas Nursery and Duggies Out of School Care.
- Lead and support the practice within the setting working with the wider Nursery Leadership Team.
- Provide day to day leadership, working with the Leadership Team to ensure appropriate 'step-up' cover and continuing to ensure statutory duties are met.
- Provide high-quality care, learning and development opportunities for the children.
- Ensure a safe, secure, caring and supportive environment to reach their full potential.
- Support the running of the Duggies out of hours provision.
- Evaluate the effectiveness of the provision and implement areas for improvement.
- Be open to constructive feedback and be willing to support others with their professional development.

**Curriculum planning and development**

- Lead members of the given team in the planning and delivery of a creative and stimulating curriculum indoors and outdoors.
- Take account of the individual needs and interests of all children when planning and delivering learning.
- Ensure the curriculum facilitates progress across the Early Years Foundation Stage (EYFS) Statutory Framework and develops each child's independence and development.
- Take responsibility for the provision of high-quality learning activities indoors and outdoors in the given area of responsibility.
- Assess and monitor the progress of children in the provision and report data to parents and/or carers.
- Work in partnership with the rest of the leadership team to monitor success and manage areas for improvement.
- Participate, share and model excellent practice.

**Leadership and management (including Health and Safety)**

- Build leadership capacity by supporting the growth and development of future leaders within the team.
- Work with the rest of the Leadership Team to successfully implement policies and procedures.
- Provide line management to a team of Nursery Practitioners.
- Maintain positive working relationships with all members of staff.
- Effectively manage the occupancy levels of the provision ensuring appropriate staffing levels and share staffing across the Nursery as required.
- Manage and plan the day-to-day running of activities, including efficient use of resources, domestic duties including snack and meal preparation when required.
- Prepare for Ofsted inspections and work towards inspection goals alongside the Leadership Team.
- Keep up-to-date with the requirements of the EYFS statutory framework.
- Have an understanding of meeting the individual needs of children from differing backgrounds and of differing abilities.
- Act as a role model for children, aid their cognitive development and help to give them the best start in life.
- Always maintain the high standard of safety measures across Nursery.
- Complete and update appropriate risk assessments for Nursery ensuring measures identified are adhered to.
- Support the development of trainee practitioners with mentorship and guidance.

**Safeguarding**

- Maintain an up-to-date knowledge of child protection and safeguarding legislation/legal guidance.
- Act as the Nursery's Designated Safeguarding Lead (DSL).
- Have due regard for safeguarding and promoting the welfare of children and young people, and for following the child protection procedures adopted by Parbold Douglas Nursery.

- Uphold safeguarding policies and procedures to ensure the safety of children is never compromised.
- Adhere to the guidance of conduct in and outside of work outlined in the Staff Code of Conduct.

### **Communication**

- Develop and maintain effective relationships with the Leadership Team, colleagues, children and parents.
- Work in partnership with parents and carers, recognising that parents are their children's first educators and encourage parental involvement in the nursery.
- Maintain positive relationships with parents and communicate any significant progress or areas of concern.
- Keep a record of every child's progression and make this accessible for parents (in Nursery).
- Understand how to appropriately communicate with all children in Nursery including those with SEND.
- Manage the transition from Nursery to Reception and/or room to room.

### **Other (including administration)**

- Promote the health and wellbeing of all children in Nursery .
- Take responsibility for personal professional development, including participation in annual appraisals, any necessary training, and attending meetings and events to remain informed of all current issues relating Nursery provision.
- Assist with administrative duties where necessary.
- Strong organisational skills having the ability to work to targets and deadlines.
- Be flexible within the 7:15 -6:00 within Nursery and Duggies
- Be aware of the high profile of the setting and uphold its standards at all times.

Your duties will be set out in the above job description, but please note that the manager reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

## **Working at Parbold Douglas Nursery**

We are intentional about how we work, not just what we do. This means that how we work and operate as professionals really matters to us. We have principles that we live by as a team. These underpin our culture and identity. They inform everything we do.

**We care deeply.** Our vision and culture matter – we care deeply about our work and each other.

**We are present.** We cherish the time we spend together and seek to understand the experience of those we work alongside. We enjoy the moments we have with the reason we do what we do, the children.

**We value everyone.** Every member of our team matters. We trust each other and respect each other. We speak up and we listen. We succeed together, sharing credit and responsibility.

**We evolve.** Leaders are influencers – they make change happen. We are pioneers, taking ownership and moving quickly to pursue excellence every day. As we move forward, we learn from our mistakes – we pause, reflect and adjust.

**We rest.** To work well, you need to rest well. Whilst we have high standards and high expectations, we want each member of our team to be at their best. This means maintaining a healthy, positive work-life balance that does not compromise personal wellbeing.

Through all of this, **we flourish.** We believe that our children flourish when our adults flourish. We unlock the potential in each member of our team, supporting them to thrive within a team that cares deeply.



## Safeguarding statement

At Parbold Douglas Nursery, the welfare of children is paramount. This Nursery is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguard and promote the welfare of children. Staff are

responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for this position. If you are appointed to this post, information in relation to safeguarding and protecting children will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

## Disclosure and Barring Service (DBS) guidance

An individual is disqualified from working with children/vulnerable adults if he/she is included on one of the lists of those disqualified from working with children and/or vulnerable adults.

This post involves working with either children or vulnerable adults. It is therefore a post covered by the Rehabilitation of Offenders (Exceptions) Act 1975 and is a post regulated by the Disclosure and Barring Service. If you are successful, you will be required to apply to the Disclosure and Barring Service for a 'disclosure', to confirm any records held, prior to any final appointment decision being made by Parbold Douglas CE Academy.

Once your disclosure application has been completed it will be forwarded to the Disclosure and Barring Service, who will undertake a check which will include:

- Details of convictions, including those 'spent' under the Act stated above.
- Cautions, etc and (where appropriate) whether you are included on one of the barred lists preventing you from working with children and/or vulnerable adults
- Where appropriate, information taken from police records that a chief officer of a police force considers relevant to the application.

Note: A conviction is not necessarily a bar to recruitment, unless Parbold Douglas CE Academy considers that the conviction renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant.

It is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position.



**Parbold Douglas**

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