

RECRUITMENT PACK FOR THE ROLE OF

Nursery Deputy Manager

4 January 2027

EMPLOYMENT STATUS	Full Time/Permanent
SALARY	Up to £35,000 depending on experience
CLOSING DATE FOR APPLICATIONS	09:00 on Monday 30 November 2026
INTERVIEW DATE(S)	Applications will be considered as they are received.





KEY **FACTS**

Type of School: Co-educational, boarding and day

Age range: 11 – 18

Number of pupils: Approx. 560

Percentage of boarders: Approx. 51%

Percentage of international pupils: Approx. 24%

Fees per term: Boarding £12,906– £16,617 and day £7,326– £8,521

Memberships: HMC (The Heads' Conference)
BSA (The Boarding Schools' Association)
ISC (Independent Schools Council)

ISI result summary: RHS met all the standards and regulations in the January 2025 inspection.
Read the excellent full report here:
royalhospitalschool.org/about/isi2025

Leading Independent Schools HMC

bsa BOARDING SCHOOLS' ASSOCIATION

independent schools council

THE **ROYAL HOSPITAL SCHOOL**



WELCOME

Thank you for your interest in applying to work at the Royal Hospital School (RHS).

RHS is an independent co-educational boarding and day school for 11 to 18-year-olds, providing an outstanding, full and broad education enriched by a unique naval heritage. Founded in 1712 in Greenwich, London, it moved to its spectacular site, set in 200 acres of Suffolk countryside overlooking the River Stour, in 1933.

Today we place a strong emphasis on providing pupils with the knowledge and skills to prepare them for the future. We seek to understand each young person's strengths, to help them make the right choices at the right time and ensure their education becomes the foundation for their happiness and success.

However, RHS is more than just a school and has an important role in this region providing facilities to a wide range of individuals and organisations. Today the school is operational for almost the entire year, as a school in term time but also as a conference facility and residential centre for international schools. As such the school plays an important role in the economy of this region. We are also a community with some colleagues and their families living onsite and this sense of community is strong and encompasses all staff, pupils and parents, creating a warm and supportive environment.

Our employees can access some of the best facilities in the country and are encouraged to contribute to the life of a busy boarding school. There is an extensive range of additional staff benefits, from free lunch during term time to access to various sports facilities.

Situated on a beautiful site in the Suffolk countryside, yet only 55 minutes from Central London by train, RHS is a very special place to work. We welcome applications from the creative, the passionate and the kind, and those from under represented groups, who are keen to contribute to our warm and friendly community.

I very much look forward to receiving your application.

Steve Dixon
Headmaster

NAVIGATING SUCCESS

The Royal Hospital School (RHS) was founded in London in 1712 by the Royal Naval Crown charity, Greenwich Hospital, to educate the children of the Hospital's pensioners and prepare them for a life at sea. Many went on to become famous admirals, explorers and pioneers. We are immensely proud of our historic, royal and naval links, and discovery, exploration and challenge continue to shape our ethos. The traditional values of loyalty, commitment, courage, respect, service and integrity have underpinned the school's core aims and philosophy from the very beginning. Three hundred years later, they are as relevant to the education provided now as they were then.

Divisions remains one of the school's historic traditions, and pupils parade in a whole school event on a small number of occasions each year, complete with guard of honour and marching band. The sense of teamwork, camaraderie, and being part of something bigger than oneself instils feelings of pride and belonging to the whole school community.

RHS inspires pupils to have the courage to be ambitious for their futures and the commitment to pursue whichever path they choose. We challenge pupils of all academic abilities, steering them to look beyond the moment and beyond the confines of the classroom, and to approach life with an open and receptive mind. It is through thinking creatively and taking the initiative that they discover their influence, strengths and ambitions and establish the skills they need to pursue purposeful and fulfilling lives.

Everyone can achieve the most exceptional things but we are all different. That is why we focus on the individual, getting to know every one of our pupils and finding out what motivates them, enabling us to navigate them through their critical and formative years.

It is this focus on personal challenge and individual guidance that enables pupils to develop into self-reliant, socially responsible adults with enviable open-mindedness and resilience, qualities which are so sought-after by employers and important in life.

In 2025, the school joined the Inspired Learning Group (ILG), opening a new chapter focused on long-term growth and a positive, sustainable future.





TEACHING AND LEARNING

Pupils are not educated simply to pass exams but to enjoy the adventure of learning and to develop a lifelong appetite for knowledge. The curriculum is broad and balanced, combining the best of academic traditions with the latest subjects and technologies. Our Sixth Form curriculum includes 23 different A Levels and 3 Level 3 BTECs, allowing pupils to select a learning path that suits their interests and skill set. Our Lower School curriculum includes 'Compass' lessons: a bespoke course unique to RHS that encompasses elements of education that equip pupils for 21st century living: Personal, Social and Health education, digital literacy, critical thinking, study skills and careers.

Digital devices have been embedded in our teaching and learning since 2013 and we are committed to this approach, with every pupil and teacher now using a Microsoft Surface in classrooms and for planning. The school has consistently been recognised as a beacon for education technology having previously been an Apple Regional Training Centre, and being recognised as a member of the EdTech 50, as well as a Microsoft Showcase School in 2025.

PEARSON NATIONAL TEACHING AWARDS SILVER WINNER

In August 2025, the school achieved an exceptional set of A Level and BTEC results, with 46% of grades at A*–A or Distinction*–Distinction, 69% at A*–B, 32% attaining the points equivalent of three A grades or better, and 86% of BTEC grades awarded at Distinction* or Distinction.

At GCSE, the school achieved outstanding outcomes, with 34% of grades at 9–8, 56.3% at grades 9–7 (an increase of over 5%), and 97.8% at grades 9–4, alongside 7 pupils achieving all 8s and 9s, 20 pupils gaining nine subjects at grade 7 or better, and 43 pupils securing six subjects at grade 7 or better.

Pupil success comes in many forms and post-school options for the leavers of 2025 range from top UK universities to higher degree apprenticeships, to direct entry into various careers.





CO-CURRICULAR

Great importance is placed on pupils balancing their academic work with interests and achievements outside the classroom and every child is encouraged to become fully involved in school life, to challenge themselves and to try something new. This involvement helps to produce confident, interesting, well-rounded individuals who will contribute to society in life beyond school.

Sport is a key feature of the RHS co-curricular programme, with pupils gaining success in an increasingly diverse range of sports. As well as high degrees of pupil performance in the main team sports, RHS is renowned for its sailing. All Year 7 pupils learn how to sail and our Sailing Academy attracts sailors from around the world, and consequently the school community contains many pupils who are world and national leaders in their class and age group.

The school is well-known for its musical excellence and music is embedded in the school's wider culture and ethos. Over 400 pupils learn to play at least one instrument and there is an orchestra, 80-strong chapel choir, chamber choir, ceremonial marching band, concert band, big band and numerous ensembles, including many rock and pop groups.

All teaching staff contribute to our co-curricular programme, and as a result pupils can choose from over 80 activities and clubs each week. From our strong CCF and Duke of Edinburgh's Award programmes, to cooking, climbing, music, sport, art and design, STEM and so much more, there really is something for every child (and teacher!).



FACILITIES

Staff often remark on the enviable location and wonderful facilities available at RHS. The school was purpose-built in 1933 and its progressive design enables us to benefit from fantastic spaces, with some of the most inspiring views.

Over the last 90 years, the school has continued to invest in its infrastructure, providing modern, well-equipped classrooms alongside other impressive teaching spaces. Classrooms are all equipped with modern technology and the school recently invested in upgraded Wi-Fi, to ensure seamless digital access.

The investment in larger projects in recent years has focused on aspects that will benefit the most pupils, including our climbing wall, refurbished fitness suite and weights room, and the library, a beautiful modern study and learning space at the heart of the school.

In 2025, the school was delighted to open a brand new Sixth Form Centre, Sailing Hub and RHS Clubhouse, as well as a transformed Greenwich Hall.





WELLBEING

WAS In partnership with National Children's Bureau — Wellbeing Award for Schools 2023-2026

As a school we prioritise the importance of wellbeing in our whole community, including that of pupils, staff and parents, and are committed to promoting and protecting positive emotional wellbeing and mental health. Our aim is to help our pupils build strong foundations that foster good wellbeing for life.

The school is fortunate to have a large and well-resourced Health staffed by registered nurses, it also accommodates a daily doctor's surgery, a dental surgery and a wide range of specialist medical services including counselling and physiotherapy.

ENVIRONMENTAL SUSTAINABILITY

School House Magazine 2023 Awards Sustainability Finalist ISEB – EST 1903

Staff and pupils actively identify and put into practice more environmentally sustainable ways of living and working, supporting and encouraging this both within and outside the school community. We have a proven track record of environmental responsibility and aim to further reduce our carbon footprint and renew our Gold Carbon Charter Award.





JOB DESCRIPTION

DEPUTY NURSERY MANAGER	
Overview	To work under the direction of the Manager and deputise as and when required, to support the Nursery. To support the aims and objectives of the nursery and assist the Manager in the organisation of a high-quality establishment for children from birth to five years, To provide high standards of care and early learning – to include the monitoring and review of provision, this includes providing a safe, caring environment to enable the personal, emotional, social and educational development of children, through individual attention and group activities, To support the team in order to provide an enabling environment in which all individual children can play, learn and develop, to direct and support staff as agreed by the Manager.
Reporting to:	Nursery Manager
Employment Status:	Permanent, Full Time
Salary Band:	Up to £35,000 per annum depending on experience
Hours per week/weeks per year	40 hours per week/52 weeks per year
Key Tasks	Childcare and Education
	• To promote the aims and objectives of the nursery • To be aware of ensuring the balance of competence of staff not only in the room/when out on trips but in the nursery as a whole • To be aware of the need of managers to oversee the administration of prescribed medication. • To ensure the staffing levels and the balance of competence of staff in the room and the nursery as a whole and to support this in other nurseries as required • To support the manager to ensure that children with needs are identified and the correct processes have been followed. • To maintain awareness of what is happening throughout the whole nursery • To ensure high standards in practice are met and to promote these high standards at all times • To assist the Manager in showing parents around the nursery facilities and sending out information • To ensure the provision of high standards of physical, intellectual, personal, social, and emotional care • To ensure interactions with and communications about team members are always professional • To lead a team of professional workers and to ensure good practice always • To assist the Manager in setting and implementing objectives and policy for the nursery • To assist with the planning and organisation of staffing schedules and holiday rotas to ensure adequate staffing levels are maintained in accordance with Care Inspectorate guidelines and nursery procedures. • To assist with the implementation of administrative procedures involved with registration, place allocation, and other related matters • To assist with the development and implementation of systems to monitor and record child development • To assist with the preparation and maintenance of materials and equipment • To be responsible for the health and safety standards appropriate for the needs of young children and ensuring staff compliance and awareness • To ensure high standards of hygiene and cleanliness are always maintained • To ensure the provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history

	• Support all team members with the early identification and intervention for children with possible special needs and give social, physical, emotional, intellectual guidance as appropriate • To ensure confidentiality of all information received and ensure that it is shared appropriately • To assist with staff and student development and training • To support the effective interview and selection process as required • To fully support the induction of new team members and students • Support the appropriate supervision meetings/processes in conjunction with the Manager • Play a key role in the appraisals, target setting, and nursery operations as deemed appropriate by the manager • Attend nursery management meetings and feed appropriate information back to the wider team • To assist the Manager in the supervision of training of students in placement within the nursery • Liaise with parents, other family members and staff to help ensure that the needs of children are met, and that parental choice is considered in terms of care given • To liaise with outside agencies as required • Assist the Manager with the efficient upkeep and maintenance of the building and grounds, stock of equipment, furnishings and fittings • Maintaining staff awareness of the fire evacuation procedures in accordance with the code of practice • To be involved in out of working hours activities, e.g. training, planning meetings, monthly staff meetings, parents evening, fundraising events etc. • To deputise for the Manager in his/her absence • To undertake such other duties and responsibilities of an equivalent nature as may be determined from time-to-time by the Manager. To ensure that the manager is always kept updated.

PERSON SPECIFICATION

The person specification highlights the skills, experience and qualifications that are required for this role. If you feel that although you do not meet all of these requirements you would still perform well in the role, we encourage your application.

Person Specification		
	Essential	**Desirable**
Qualifications	• Minimum Level 3 qualification in Children and Young Peoples Workforce or equivalent.	• Food Hygiene Certificate • Paediatric First Aid
Experience	• Excellent working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance. • At least one year's recent relevant leadership experience • Knowledge and proven practical experience of implementing good quality learning opportunities	• Two or more years relevant leadership experience
Knowledge	• Experience and knowledge of Ofsted inspections • Knowledge of Health and Safety legislation • Understanding of Children Act and Ofsted requirements • Strong understanding of the EYFS • Learn all the Manager roles and responsibilities so that management of the setting can be passed over in the Manager's absence • Knowledge of Nursery Management • Maintaining accurate records of children development • Monitoring accident trends • Know how to devise activities for the needs of the children indoors and outdoors incorporating continuous provision	• Excellent understanding of leadership and management • Keeping up to date with current practise by reading the relevant magazines and books
Skills and Attributes	• Ability to lead a nursery team and develop positive relationships with colleagues, parents and children • Excellent communicator with internal staff and all members of public (agencies, parents, Ofsted) • Displays commitment to the protection and safeguarding of children • Ability to work on own initiative and prioritise workload • Contribute to outstanding inspections (internal and external) • Being able to lead and manage a team and motivate staff • Values and respects the views and needs of the children	• Ability to demonstrate creative abilities • Proficient understanding of computer/IT skills • Confident and competent with numbers (training can be provided to do the cash book, scheduling, holidays etc)

	• Works collaboratively with colleagues • Resilient and demonstrates ability to work well under pressure • Good time management • Willing to work within organisational processes and procedures to meet required standards for the role	
Personal Qualities	• Be an effective team player that works collaboratively and effectively with others • Excellent interpersonal skills, communicating (verbally and in-writing) effectively to a wide-range of audiences • Support, motivate and inspire both colleagues and pupils by leading through example • Suitability to work with children • Confidence, warmth, sensitivity, reliability and enthusiasm	
Equal Opportunities and Commitment	Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin Demonstrate a commitment to: • safeguarding and child protection equalities • promoting the school's vision, values and ethos • high quality, stimulating learning environment • relating positively to and showing respect for all members of the school and wider community • ongoing relevant professional self-development	

THE **BENEFITS**



PENSION
Pension Scheme



FEE REMISSION
School/Nursery fee remission subject to the normal admissions criteria (pro rata for part time staff)



USE OF FITNESS FACILITIES
Fitness suite, 9 hole golf course, tennis courts and other sports facilities. Opportunity to engage in staff sports activities including weekly 5-a-side football, staff cricket team and staff climbing sessions.



HEALTH PROVISION
Health plan that provides significant coverage such as optical, dental, dental accident, chiropody, therapy treatments and health club concession. Access to Doctor line from anywhere in the world, scanning such as MRI, CT and PET scan. Employees Assistance confidential helpline.



PROFESSIONAL DEVELOPMENT
There are plenty of opportunities for staff development, including INSET.



DEATH IN SERVICE
The school has a Death in Service benefit of 1 x basic salary.



MEALS
Lunch provided during term time.



CYCLE TO WORK
Access to the Cycle to Work scheme.



COMMUNITY
You are joining a ready-made community where people are more than just colleagues. From the staff bar, The Clubhouse, to wreath making, wine tasting, quiz nights, safari suppers, and more (additional costs may apply) - this is a wonderful community to be a part of.



WESTFIELD REWARDS
Discounts from various high street and online outlets.



ONSITE PARKING
Free onsite parking.



REFER A FRIEND SCHEME
Refer a friend scheme up to £750.

Full details and terms & conditions are available on request.

HOW TO **APPLY**

APPLICATION PROCEDURE

Please follow the link on our website to complete a job application form and submit a covering letter (no more than two sides of A4), including details of two referees.

Applicants should provide within their personal statement an explanation of how and where they have experience in the areas and skills listed in the person specification.

If you have any queries regarding this role, or require any assistance with the application process, please contact the HR Manager on recruitment@royalhospitalschool.org or 01473 326200.

The Royal Hospital School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a DBS check and references.

NOTE: Although this document is designed to give a fair picture of the nature of the role and conditions of employment, it does not represent a legally binding contract. A separate contract of employment will be submitted for that purpose upon receipt of references and acceptance of a verbal offer made to the successful candidate.

