



RATCLIFFE
COLLEGE

EST. 1847

Appointment of

FOUNDING NURSERY MANAGER

**BEGIN HERE,
GO ANYWHERE.**

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HEADMASTER'S INTRODUCTION

Welcome to Ratcliffe College.

I am delighted that you are considering applying for a role at our wonderful school. First and foremost, Ratcliffe College is a fantastic place to work. We are blessed with a beautiful physical environment set in almost 200 acres of rolling Leicestershire countryside. Our staff, teaching and non-teaching, work in harness, daily, to provide a safe, secure, and nurturing environment for the children and young people to enjoy. Our collegiality is built on the foundations of the College's Catholic faith, which welcomes everyone with the same universality of warmth and respect, embracing difference and cultivating an authentic community which values everyone equally.

As a Catholic School with a proud Rosminian heritage which has endured since our Foundation in 1847, our aim is to help young people to achieve their greatest potential, guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others. Together, we aim to develop honest, confident, responsible, and compassionate members of society, based on the educational values of Blessed Antonio Rosmini, inspired by our school motto, *Legis Plenitudo Caritas* or Love is the fulfilment of the Law.

At Ratcliffe College, Christ is very much at the centre of all that we do. So, if our Mission resonates, and you believe you can be happy and thrive here, I encourage you to apply and join our team of staff as we fulfil our Mission.

I wish you all the very best of luck with your application.

Yours sincerely,

Kind regards,



Mr J. P. Reddin,
Headmaster.



HEAD OF PREPARATORY SCHOOL AND NURSERY

Thank you for your interest in the position of Nursery Manager at Ratcliffe College. Ratcliffe College Nursery provides a warm, caring environment underpinned by the highest standards of professional Early Years practice. We pride ourselves on offering a rich and stimulating setting, both indoors and outdoors, where our youngest learners can flourish physically, emotionally, socially, and intellectually. Through a carefully planned curriculum and a perfect balance of structured activities and child-led learning, we encourage curiosity, creativity, independence, and a lifelong love of learning. Our ultimate aim is to nurture each child's individual development, maximise their potential, and ensure that every day is engaging, rewarding, and filled with a sense of achievement.

As a leader here, you will have the opportunity to develop a Nursery that is already built on firm foundations. Our current staff are experienced and passionate, and they take the time to know each child as an individual, supporting their unique interests, strengths, and needs. We place great importance on building strong, trusting relationships, helping children to feel safe, confident, and valued as members of our Nursery family.

You will also benefit from our incredible setting. Situated within the picturesque grounds of the College, the Nursery is an integral part of our whole school community. We benefit from the exceptional, modern facilities of the Preparatory School and the wider campus, including access to beautiful outdoor spaces that enrich daily learning and play. This unique connection to the wider College ensures a smooth, familiar, and seamless transition as children progress through the school. Furthermore, we work in close, trusted partnership with parents and carers to support each child's early development and well-being.

As Nursery Manager, you will be the driving force behind this inspiring environment. You will recruit and lead a dedicated team, shape our early years offering, and ensure that our exceptionally high standards of care and education are maintained.

If you are a passionate, forward-thinking leader who shares our commitment to making a child's first steps in education happy, meaningful, and full of opportunity, we would love to hear from you. We look forward to receiving your application and welcoming you to the Ratcliffe College community.

Best wishes,
Sharon Boccaccini,
Head of Preparatory School and Nursery.



BEGIN HERE, GO ANYWHERE.





OUR MISSION STATEMENT

“Learning and Growing in the Light of the Gospel.”

With Christ at the centre of our learning we:

- Help young people to achieve their greatest potential.
- Guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others.
- Aim to develop honest, confident, responsible and compassionate members of society, based on the educational values of Blessed Antonio Rosmini.

Our core Rosminian values:

1. Legis Plenitudo Charitas: Love is the Fulfilment of the Law.

Our community recognises each individual as a unique part of God’s creation, nurtures in each a sense of dignity and self-worth, and fosters supportive and caring relationships.

2. Rosminian Education pursues the perfection of both human nature and the human person.

Our students’ intellect and talents are formed by a broad and balanced curriculum, responsive to and supportive of students’ needs and aspirations. Our students’ moral integrity is developed through the teaching, celebration and the living of Christian faith.

3. Intellectual integrity leads us to the Truth.

God is the source of all truth. Our staff are encouraged to foster intellectual curiosity, honesty and achievement in their students and within themselves.

OUR VISION

To be a leading independent day and boarding school, which is financially secure.



SCAN THE CODE
3-YEAR STRATEGY
DEVELOPMENT PLAN
2025-2028.

ABOUT RATCLIFFE COLLEGE

Ratcliffe College is an Outstanding Roman Catholic, co-educational, day and boarding school for students aged between 3 and 18 years, founded in 1847 by the Institute of Charity (known as the Rosminians).

Whilst Ratcliffe operates as a Catholic school, children are welcomed from other denominations and faiths whose parents feel they can share in, and benefit from, the ethos and environment of the College. The majority of students at Ratcliffe are day students drawn from the local catchment area of Leicestershire, Nottinghamshire and Derbyshire.

The Senior Leadership Team comprises:

- **Headmaster**
Mr J Reddin, BSc, MSc, NPQH
- **Senior Deputy Head**
Mr K Ryce, BA, MSc
- **Deputy Head Pastoral**
Mr J Rainer, BA, MA
- **Director of Safeguarding**
Mr J Masterton
- **Assistant Head Academic**
Ms J Davis, BA, MSc
- **Assistant Head, Head of Sixth Form**
Mr B Harrison, BA
- **Head of Preparatory School**
Mrs S Boccaccini, BSc, MEd
- **Deputy Head of Preparatory School**
Mrs M Markham, BMus
- **Director of Finance and Operations**
Mr C Bellamy, HND

Boarding Community

Ratcliffe benefits from a vibrant, warm and welcoming boarding community that has long been part of the School's history. All students are encouraged to participate in boarding during their years at school – as full, weekly, part-time or occasional boarders. Its close-knit community of friends and teachers' is a supportive environment where our young people thrive.

Our boarding community comprises students from both the UK and overseas, including those who join through our partnership with the Academy at Leicester City Football Club.

The College also offers several short-term international boarding programmes throughout the year, including 3–4 immersion taster experiences and an annual International Summer School, all delivered by Ratcliffe staff.

Boarders benefit from a strong pastoral framework. Each student is supported by a Form Tutor who monitors their academic progress and personal development, alongside the care and guidance provided by a dedicated and experienced boarding team.

“ We witnessed calm classrooms with engaged students working independently, or in covert huddles.

The Good Schools Guide (2024)





ACADEMIC EXCELLENCE

Ratcliffe students enjoy an excellent all-round balanced education, underpinned by the College's core Rosminian Catholic ethos.

While students at Ratcliffe have a broad range of ability, academic success is strongly encouraged, valued and recognised; indeed, the greatly improved academic standards in recent years have proved popular both with parents and prospective parents, as reflected in the numbers of students applying to join the College.

Ratcliffe College has repeatedly ranked in the top 10% nationally for value added results at A Level.

A Level results achieved in 2025:

- 45% of A Level grades A*/A
- 71% grade B or above.
- Ten percent of students achieved A*/A*/A or better.
- One in four students achieved A Level or BTEC grades equivalent to A/A/A or higher.

Over 90% of students typically achieve their first choice pathway for life after School. This includes students taking up places at Oxford, Cambridge, and other highly selective Russell Group universities; for Medicine, Dentistry and Veterinary Science; and at universities abroad.

Scan to view the full ISI Inspection Report.



THE BENEFITS OF WORKING AT RATCLIFFE COLLEGE



SCAN THE CODE
VIRTUAL CAMPUS
TOUR.



Free lunch and refreshments



Free parking on-site



Defined Contributions Pension Scheme



Professional Development opportunities



Staff Wellbeing

- Staff Wellbeing Committee
- Free staff social events
- Access to on-site Medical Care
- Ratcliffe College Community Committee



Sport and Leisure

- Free use of the on-site gym (at specified times)
- Leicestershire County Cricket Club family tickets (limited)



EST. 184

VACANCY

FOUNDING NURSERY MANAGER

Ratcliffe College is launching an exciting new nursery provision as an extension of our highly successful Preparatory School and Nursery (3+).

We are seeking an inspirational Nursery Manager to be the founding leader of this new setting, responsible for establishing and shaping a high-quality nursery and preschool for boys and girls aged 6 months to 4 years.

This is a rare and unique opportunity to build a nursery within a leading independent school environment, embedding Ratcliffe's core values from the very beginning and creating an exceptional early years' experience.

The Ideal Candidate:

- Thrives in a dynamic, fast-paced environment.
- Excels at team leadership and operational management.
- Is passionate about delivering exceptional care and inspiring learning opportunities for young children and their families.
- Is compliance focused and is able to produce EYFS policies in line with Ofsted and ISI regulations

In this role, you will play an integral part in shaping outstanding early years practice, managing staffing, curriculum delivery, safeguarding, and regulatory compliance. The successful candidate will be fully supported by the Prep School SMT and our dedicated central support teams in Finance, HR, and Health & Safety.

This is an all year round permanent, full-time position. The operating hours for the nursery will be 7.45am to 6.00pm. The post holder will be entitled to 33 days annual leave including bank holidays.

The salary for this role will be competitive and will be based on the successful candidate's experience and qualifications.

Closing Date: 28th August

Interviews Week Beginning 7th September

JOB DESCRIPTION

Main Responsibilities:

- To plan, deliver and oversee effective management of all childcare and staff, in accordance with the nursery operational plan, school action and self-evaluation requirements.
- To ensure there is appropriate management cover 07.30 - 18.15 Monday to Friday.
- To be responsible for maintaining appropriate supervision throughout the day in accordance with EYFS statutory and Ratcliffe College guidelines.
- To be responsible for the site in line with environmental, health and safety and fire regulations.
- To liaise with the estates, catering and Preparatory School administration, for the smooth operational running of the nursery.
- To contribute to the creation of a safe, welcoming and inclusive indoor and outdoor enabling environment for all children to develop and learn through play.
- To deploy staff and resources effectively, maintaining ratios in designated room whilst supporting other rooms.
- To lead planning and the provision of a creative and stimulating range of age-appropriate activities.
- To support and develop the nursery team, assisting with monitoring of staff performance and ensuring that staff adhere to nursery policies, objectives and the staff code of conduct.
- To reflect on practice and routines, tailoring them to meet individual needs of each child throughout the day.
- To lead observations and the assessment of children's learning and development ensuring records are kept up-to-date, are of a high standard and are shared effectively.

Effective communication and engagement with children and their families and carers, other agencies/professionals and staff

- To support the nursery team in ensuring all practitioners establish constructive relationships with parents/carers, exchange information, facilitate their support for their child's attendance, access and learning and support home to school and community links.
- Use clear language to communicate information unambiguously to others including children, their families, carers and staff within the nursery team.
- To provide clear and accurate progress reports of pupils' stages of development and targets for improvement through the agreed schedule of annual reporting, parents evening's and by regularly sharing observations via each child's online learning journal.
- Show an awareness and knowledge of the range of other agencies/professionals that are available to support the achievement and progress of pupils.
- Establish constructive relationships and communicate with other agencies/ professionals to support pupil achievement and welfare.

Child development

- Fulfil all of the responsibilities and duties required by Ratcliffe College policies on teaching and learning.
- Develop and maintain an up-to-date knowledge and understanding of the EYFS requirements and pupil support for key groups and rooms as a whole.
- Monitor the progress of each pupil to support their learning and set individual next steps.
- Work within Ratcliffe College positive behaviour and relationships policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Challenge and motivate pupils, promote and reinforce self-esteem.
- Help children develop as effective learners giving them the tools they need for lifelong learning - confidence, resilience, self-motivation, enthusiasm, independence and curiosity about the world.

Safeguarding and promoting the welfare of the child

- Be responsible for safeguarding the welfare of all children in the nursery.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security.
- Be able to recognise when a child is in danger or at risk of harm, and take action to protect them.
- Listen to concerns, recognise and take account of signs of change in attitudes and behaviour.
- Have an awareness and basic knowledge where appropriate of the most recent legislation.

Business, Regulatory & Strategic Growth

- To lead the strategic transition of the nursery from a term-time provision to a highly successful all-year-round model.
- To maximise nursery occupancy through effective marketing support, excellent parent relationships, and managing the admissions pipeline.
- To ensure the nursery is continuously compliant and fully prepared for ISI/Ofsted inspections.
- To implement and oversee a robust system of staff supervisions and appraisals in accordance with EYFS statutory frameworks.

PERSON SPECIFICATION

Essential

- Level 6 qualification in Early Years / Childcare.
- Level 2 Maths qualification (GCSE grade 4/C minimum)
- Strong knowledge of EYFS and Ofsted requirements.
- Considerable experience in a nursery or preschool setting.
- Excellent, proven, leadership, communication, and organisational skills.
- Proven experience in a senior role in an EYFS setting.
- Proven experience working with under twos and young children across the full early years age range.
- Paediatric First Aid (ongoing training will be provided)

Desirable

- Experience of working within an independent school or school-based nursery.
- Experience of setting up or developing a new early year's provision.
- Relevant staff and operational management experience.

These qualities will be assessed through application, references and during the interview process.



HOW TO APPLY

1

COMPLETE AN ONLINE APPLICATION FORM

[Visit our vacancies page.](#)

Please follow the link above to visit the main vacancies page on our school website. Search for the vacancy you wish to apply for, complete the online application form in full and submit it to us before the closing date.

2

INVITED TO INTERVIEW

If you do not hear anything further within two weeks of the closing date, please assume that you have not been successful on this occasion.

Ratcliffe College reserves the right to interview and appoint ahead of the closing date.



RATCLIFFE TERMS

Child Protection

Ratcliffe College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This role is exempt from the Rehabilitation of Offenders Act 1974, and applicants are required to declare all convictions and cautions (including those which are “spent” unless they are “protected” under the DBS filtering rules), in order to assess their suitability to work with children.

For further information, please see the [Recruitment, Selection and Disclosures Policy](#) and <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

The College is also registered for the processing of personal data in accordance with the Data Protection Act 1998. Such checks are required in accordance with the Recruitment, Selection and Disclosures policy and the Data Protection policy. Copies of these policies may be obtained from the Director of Finance and Operations upon request.

The appointment is subject to satisfactory:

- References, of which one must be from a current or most recent employer if not currently in employment
- Disclosure and Barring Service check (including children’s barred list check if appropriate)
- Open source check
- Proof of identity
- Right to work check
- Qualifications check
- Health screening





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COLLEGE

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