



Letter from the Headteacher

Welcome to Kate Greenaway Nursery School!

Dear Candidate,

Thank you for your interest in Office Manager role at our school. We are delighted to be recruiting an ambitious, enthusiastic, committed Office Manager to join our dedicated staff team.

This is a fantastic opportunity for someone who is passionate about supporting the delivery of the highest quality early years provision, so children get the best possible start in life. You will take the lead on our Admin, Finances, Personnel and Premises Team and play a key role within our senior leadership team and have the opportunity to make a meaningful impact on the outcomes for all our children.

Kate Greenaway is a unique and inclusive nursery school, providing exceptional care and education to children aged 0 to 5. Our provision is built on a purposeful, structured learning environment, with a strong emphasis on high-quality continuous provision. We are proud of our experienced, well-established team of practitioners, all deeply committed to child-centred learning.

We offer a warm, supportive, and community-focused environment where children feel safe, nurtured, and inspired to learn. Our mission is to foster a love of learning, curiosity about the world, and the confidence children need to thrive in the next stage of their education. You can find out

Our outdoor environment is an integral part of our curriculum. Purposefully designed gardens—recently enriched with a new climbing frame—support children’s exploration of the natural world and provide rich learning opportunities beyond the classroom. Our curriculum is thoughtfully crafted to inspire, challenge, and engage all children through meaningful experiences both indoors and outdoors.

To find out more about our school, our ethos and values, please visit our website: [Kate Greenaway Nursery School - Home](#) and take a look at our latest Ofsted report here: [50269010](#).

We warmly encourage you to visit us and experience our vibrant school community for yourself.

We look forward to hearing from you and wish you the very best of luck with your application.

Best wishes,

Diana-Head Teacher

