



West House

INDEPENDENT PREPARATORY SCHOOL FOR BOYS

West House School

Application Pack

Nursery Manager



The School

The History of the School

Situated in the leafy oasis of the Calthorpe Estate, West House School has occupied the same site since its foundation in 1895. Since that time, the school has evolved significantly, to become an independent preparatory school for boys aged 4 – 11 years, with a co-educational Early Years setting offering care for children aged from 6 months. West House is a member of The Independent Association of Preparatory Schools and, as such, upholds the requirement to provide a 'world class education'.

With five acres of beautiful grounds, less than two miles from Birmingham city centre, the school lies at the heart of a thriving community. It is surrounded by many outstanding cultural and recreational facilities. These enrich the lives of all pupils and form an important aspect of educating the whole child.

West House is a non-denominational school. It is divided into three departments – Prep (Years 3-6), Pre-Prep (Years 1 and 2) and the Early Years Foundation Stage (Nursery – Reception).

The school employs 50 full-time and part-time academic staff and has grown considerably during recent years to accommodate approximately 350 pupils - 100 of whom attend the Early Years Foundation Stage Department.

The Early Years Foundation Stage (EYFS) welcomes both boys and girls from the age of 6 months to 4 years old to an incredibly nurturing environment, supported by extremely generous staff to pupil ratios. Each child receives individual attention from our highly qualified teachers and key people, along with a full-time member of staff responsible for the childrens' health, safety and welfare.

The department is widely recognised as being a leading light in the field of early years education, was last inspected in May 2018. The inspection report can be seen [here](#).

At the end of Pre-School, the majority of our girls transfer to local independent schools and we have established a strong link with Edgbaston High School for Girls, sharing a shuttle service between the two schools and co-hosting various curriculum-related activities during the year.

Further details about the school can be found at www.westhouseprep.com



The role

The EYFS Department at West House School is seeking a motivated, enthusiastic and experienced Nursery Manager with the skills and experience to provide leadership, direction and support at this exciting time in the Nursery's history. This prestigious school has recently undergone a promising ISI inspection, and due to internal promotions and staff changes, the opportunity has arisen for a driven, committed and knowledgeable Nursery Manager to take the EYFS department onwards. The ideal candidate will champion high quality and creative early years practice, and will possess excellent communication and management skills.

Job Description

Reporting to: Headmaster.

Line Managing: Deputy Nursery Manager, EYFS Practitioners, EYFS Receptionist and Administration Assistant

To maintain a high-quality Early Years provision and curriculum, including:

- Promoting a caring, safe and welcoming setting, above all promoting the safeguarding and health and safety of children in the department
- Providing an enabling, encouraging and stimulating environment for children to learn and develop
- Overseeing the implementation of a varied, inclusive and high-quality integrated curriculum, conducting short, long and medium term planning and continuously monitoring for improvement
- Following and implementing all regulations and recommendations to ensure successful ISI inspections
- Ensuring the department's policies and procedures are known and embedded
- Keeping abreast of developments in the EYFS and Preparatory School sector, maintaining own continuous professional development and sharing best practice with colleagues
- Providing and organising an after-school and Holiday Club service, ensuring correct ratios and arranging suitable activities

To maintain a positive culture to identify and support children with their progress, development or well-being, including:

- Acting as Deputy DSL with responsibility for EYFS, demonstrating knowledge of the Child Protection Safeguarding Policy, undertaking regular training and providing in-house training to new members of staff as required.
- Keeping the Headmaster and relevant colleagues informed of all safeguarding matters using CPOMs software
- Referring children to colleagues or external agencies for specialist support
- Working with the DSL to record and report incidents in line with school policies and procedures
- Monitoring progress and achievement, overseeing the compilation of profiles and reports on pupils throughout their EYFS journey
- Ensuring EYFS practitioners keep records and evidence of progress, including effective use of the Capture app
- Developing strong relationships with parents and families, ensuring children's individual needs and medical requirements are taken care of sensitively and appropriately, and organising regular parents' evenings

To manage and support a positive and committed team of skilled EYFS Practitioners, including:

- Recruiting and onboarding new staff
- Arranging and providing training, mentoring and continuous performance management and support
- Performing regular supervisions and observations of staff to ensure implementation of the EYFS Statutory Framework
- Arranging regular staff briefings, promoting wellbeing, encouraging an open dialogue and space for Practitioners to exercise their creativity and innovation
- Organising the deployment of staff and their working hours to comply with statutory ratios, approving the use of high quality agency staff where necessary
- Proactively and supportively line managing EYFS staff, setting clear work and development objectives

The role

To manage the operations of the Department efficiently and effectively, including:

- Ensuring all necessary paperwork, documentation and risk assessments are completed, monitored and reviewed
- Promoting the nursery to prospective parents, providing tours and organising settling in sessions
- Managing departmental budgets and resources, and ensuring fees and charges are processed promptly and accurately
- Updating and reviewing information presented to parents and displays throughout the EYFS department building
- Recording and approving staff hours and overtime and submitting information to the payroll department

To act as an ambassador of the school and maintain a positive image of its aims and objectives, including:

- Carrying out duties and responsibilities of the post with regard to the Equal Opportunities Policy and the needs of the school.
- Liaising with members of the Senior Leadership Team and other colleagues on a regular basis
- Carrying out playtime and lunchtime duties if required.
- Attending at least one Open Day or Parents' Association event organised during the academic year
- Attending staff meetings and training as appropriate.
- Carrying out any other duties which will be seen to enhance the children's learning and care in the school.
- Keeping all information regarding the school, pupils and staff completely confidential at all times.
- Having the highest regard for physical safety, including the well-being and administration of first-aid.
- Engaging in the school's appraisal system as required.
- Embedding the principles of the West House Way into the EYFS department

This job description is not exhaustive. Other task and responsibilities may be allocated as necessary and reasonable from time to time.



The role

Person Specification

Qualifications (tested at application)	Essential	Desirable
Appropriate qualifications in Early Years Education (Level 3 or higher)	✓	
Paediatric First Aid training, or willingness to undertake training at start of employment	✓	
Safeguarding training and qualifications	✓	
DSL/Deputy DSL training		✓

Knowledge and Experience (tested at application and interview)	Essential	Desirable
At least two years' demonstrable experience in Nursery/EYFS Management in either a standalone or chain setting	✓	
Experience of working in the education sector	✓	
Experience of working a DSL/Deputy DSL role	✓	
Experience of line management	✓	
Experience of dealing with a wide range of stakeholders	✓	
Experience as a Fire Safety Officer or similar		✓

Skills and Abilities (tested at application, interview and test)	Essential	Desirable
Excellent verbal and written communication skills	✓	
Strong IT skills, including Microsoft Office and Outlook	✓	
Strong organisational skills	✓	
Excellent people management skills	✓	
Excellent problem solving, decision making and prioritisation skills	✓	

Attitudes and beliefs	Essential	Desirable
Self-starter with an enthusiastic attitude, drive and a passion for achieving results	✓	
Enthusiasm for working in a school/EYFS setting to deliver the best environment for education	✓	
Willingness to promote and support the school's aims and ethos.	✓	
Willingness to promote and support the school's safeguarding policies and procedures	✓	

Key terms and how to apply

Type of position: Permanent.

Salary: £32,000 – £35,000 per annum according to experience

Hours of Work: Full-time, all-year round. Working hours to be negotiated, to include at least one evening per week until 6pm.

Benefits: Eligible for discount on school fees for pupils at West House School Nursery, West House School (for boys) and Edgbaston High School for Girls (subject to normal admissions procedures), eligible to join a Contributory Pension Scheme, free lunch and refreshments, free parking, Employee Assistance Programme.

Holidays: 40 days holiday plus bank holidays, to be taken in school holiday time

Start date: September 2023 or earlier according to circumstances

How to apply

To apply for this role, forward a completed application form and a covering letter addressed to Alistair Lyttle, Headmaster, outlining why you feel that your skills and experience would equip you to take on this role, by email to: recruitment@westhouseprep.com

The deadline for applications is **Monday 17th April 2023 at 9.00am.**

Short listed candidates will be contacted to arrange a suitable time for interview during the week beginning **Monday 24th April 2023.**

If you have any queries about the role, or would like to discuss it in more detail, please contact Jo Ollier, HR Manager, by email: jollier@westhouseprep.com

West House School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All successful candidates will be required to undergo all statutory checks including an enhanced DBS check. A copy of the Recruitment, Selection and Disclosure Policy is available on the website.

This post involves working with children and is exempt from the Rehabilitation of the Offenders Act 1974 and all subsequent amendments. All convictions, police cautions or “bind overs”, including any that would otherwise be considered “spent” under the Act must be disclosed, and will be taken into account in deciding whether to make an appointment.

