



WESTONBIRT
— NURSERY —

NURSERY DEPUTY MANAGER

CANDIDATE PACK



WESTONBIRT NURSERY

Westonbirt Nursery is a year-round day nursery for children aged 2 to 4 years, located in a beautiful rural setting in the heart of the Cotswolds. Occupying the ground floor of one of the Westonbirt Prep School buildings, our friendly and successful nursery enjoys its own outdoor spaces, with views over rolling farmland. Here, children are encouraged to learn through play and every day is a new adventure full of exciting discoveries.

Our nursery has received significant recent investment, allowing for an extensive refurbishment in classrooms and communal areas and the purchase of new facilities and learning and play equipment, making this a particularly exciting time to be part of the nursery.

In addition to the creation of new outdoor learning spaces, we have also opened a new classroom – taking our total room numbers up to four – in response to demand for nursery places.

For more information visit:
www.westonbirt.org/nursery

WISHFORD SCHOOLS

In May 2018, Westonbirt Schools joined the Wishford Education group. Founded in 2011, the group currently comprises ten independent schools in Wiltshire, Gloucestershire, Berkshire and Kent. The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high, and staff and pupils are challenged and supported to give their best.

For more information on the Wishford Education group, please visit:
www.wishford.co.uk



JOB DESCRIPTION

We are seeking a dedicated and passionate Deputy Nursery Manager to join our team and assist in leading our nursery in providing outstanding Early Years Education and care. The successful candidate will work closely with the Nursery Manager to ensure the smooth and efficient operation of the nursery, providing a safe, nurturing, and stimulating environment for children aged 2-4 years.

We are looking for creative and reflective leaders able to implement new ideas and use a range of strategies to continually improve practice and support the Nursery Manager and wider team.

HOURS & SALARY & BENEFITS

Hours: Permanent, full-time, year-round role. A job share could be considered for the right candidate.

Nursery opening hours are 8am-6pm. We can discuss specific hours/shifts at interview. You will work 40 hours per week.

Salary: £29,000 - £32,000 per annum depending on qualifications and experience

Benefits:

- 5% employer pension
- Cycle to work and EV scheme
- Means tested staff discount
- Complimentary lunch
- 25 days paid holiday + bank holidays
- Access to the group's counselling scheme
- Access to fully funded apprenticeships, up to L5
- Discretionary Christmas stand down
- On site parking
- Enjoy the support that comes with being part of a wider school – housekeeping, catering, admissions, finance and office functions are taken care of for you, leaving you time to focus on your team and the children

APPLICATION PROCESS

To pursue an application, please complete the school's application form which can be found on the **[vacancies page](#)** of the school's website and submit by email to:

michelle.andrews@westonbirtschool.uk

Applications can also be made on **[our TES page](#)**.

The closing date for applications is **noon on Friday 20 June**. Interviews will be held as applications are received; we reserve the right to close the vacancy if a suitable applicant is found.

If you have any queries or would like further information, please do not hesitate to contact Michelle Andrews, HR Officer, on 01666 881361.

Westonbirt Schools and Wishford Education are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.

If you need any adjustment for the application or interview process, please contact:

hr@westonbirtschool.uk



EDUCATION & ENVIRONMENT

- Support the creation and maintenance of a welcoming and inclusive environment where everyone plays as a team and can achieve their full potential.
- Assist in planning and logistics, including the daily routine, set-up of learning experiences, and the development of the physical environment, including planning for equipment and resources.
- Liaise with the Prep School's SENCO regarding any children with specific needs.
- Ensure effective monitoring and tracking of children's learning, and assist in effective reporting to parents.
- Play a key role in welcoming families to the nursery, conducting parent tours, assisting with open events, and running 'stay and play' sessions.
- Contribute to the Prep School newsletter, suggesting highlights of the week in nursery together with any relevant notices for parents.
- Be a role model for exceptionally high standards, never cutting corners, thriving on feedback, and leading excellence.

COMPLIANCE & SAFETY

- Assist in setting and managing sufficient ratios and rotas; organise cover when required.
- Assist in daily risk assessments, health and safety, EYFS statutory requirements, and the overall quality of education.
- Regularly review and update nursery risk assessments, ensuring the nursery is a minimal risk environment and that all team members are well-versed in specified control measures.
- Continually action, maintain, and critically assess all policies, procedures, and practices.

WORKING WITH THE TEAM

- Support the nursery staff team, ensuring the happiness, wellbeing, and professional development of all members.
- Respect and value all team members, children, and parents, fostering a positive working environment.
- Promote professional development by providing regular feedback, guidance, and learning opportunities.
- Provide cover in Family Rooms for any staff absences and appointments, delivering high-quality care and modelling good practice for all age groups.
- Assist in personnel and staffing procedures, including conducting interviews for new staff, return to work interviews, one-to-one meetings, and disciplinarys.
- Manage agency staff when necessary, ensuring their documentation is appropriate and up to date upon arrival, and oversee their deployment and induction before entering nursery classrooms.



PERSON SPECIFICATION

- Level 3+ qualification in childcare or QTS/EYPS qualified.
- At least 2 years of supervisory experience in a nursery setting.
- Paediatric First Aid certification is desirable, but not essential.
- SEN experience or experience as Early Years SENCO welcomed
- Safeguarding training and experience.
- Knowledge of the Early Years Foundation Stage (EYFS) framework.
- Strong leadership and team management skills.
- Excellent communication and interpersonal skills.
- Ability to plan, organise, and prioritise effectively.
- Competence in monitoring and evaluating educational standards.
- Proficiency in maintaining high standards of health, safety, and hygiene.
- Ability to build positive relationships with children, parents, and staff.
- Strong problem-solving skills and the ability to handle challenging situations calmly and effectively.

PERSONAL ATTRIBUTES

- Passionate about early childhood education and development.
- Approachable, friendly, and supportive.
- Highly motivated and enthusiastic.
- Committed to continuous professional development.
- Flexible and adaptable to changing circumstances and needs.
- Reliable, with a strong sense of responsibility and professionalism.
- Creative and innovative in approach to childcare and education.

OTHER REQUIREMENTS

- Commitment to safeguarding and promoting the welfare of children.
- Willingness to work flexible hours when necessary.

