



West House

INDEPENDENT PREPARATORY SCHOOL FOR BOYS

West House School

Application Pack

Early Years Practitioners



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.

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

The EYFS 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 children's health, safety and welfare.

At West House, we celebrate each child's individuality and unique character, using play to spark their interests and shape a learning plan that's tailor-made just for them. Because, when children feel happy and secure, they're free to explore, grow and take on the world.

Our ethos is built on the belief that every child deserves a strong, joyful start. We encourage natural curiosity and build resilience and confidence, making sure they're emotionally and academically ready to excel in the next stage of life.

Further details about the nursery can be found at <https://www.westhouseprep.com/nursery/>



The role

West House School is seeking enthusiastic and experienced EYFS Practitioners to join the school's EYFS department. The ideal candidates will be flexible and adaptable team players with a Level 3 qualification in Early Years Childcare (or equivalent) and will be passionate about Early Years care and education.

We have a variety of working patterns and hours available.

The role holders will report to the Nursery Manager.

Job Description

Key Tasks

- To assist in the planning and provision of a caring and stimulating environment that is appropriate to individual children and enables them to work towards achieving their full potential.
- To work closely with other Early Years staff to follow planning and deliver it in a way that enables children to learn.
- To assist in maintaining ratios across the whole nursery
- To establish and maintain positive relationships with children and their families in a way that values parental involvement.
- To keep and share observations and assessments of children in your academic and pastoral care and to assist in keeping accurate records of each child's achievement and progress.
- To assist in keeping pupil files and assessment records up to date and accurate.
- To set up for and tidy up after sessions.
- To provide a service that respects the life experiences of the pupils and celebrates diversity in terms of language, culture, ability, race and religion.
- To work effectively as part of a team.
- To work within the agreed framework of policies and procedures set out within the school.
- To support students and volunteers on placements.
- To assist in the management of material resources.
- To take part in day-to-day administration.
- To photocopy as required.
- To assist with record keeping, administration and general filing.
- To assist with classroom displays.
- To help promote the use of ICT in all aspects of teaching and learning.

General Duties

- To carry out duties and responsibilities of the post with regard to the Equal Opportunities Policy and the needs of the school.
- To act as an ambassador of the school and to maintain a positive image of its aims and objectives.
- To liaise with EYFS colleagues, the Head of EYFS and the Headmaster on a regular basis.
- To carry out playtime and lunchtime duties.
- To assist in concerts, productions and celebrations within the department.
- To attend Open Days as required.
- To attend staff meetings, staff development and training as appropriate.
- To carry out any other duties which will be seen to enhance the children's learning and care in the school.
- To assist in the supervision of out-of-school care as required.
- To liaise with outside agencies as appropriate.
- To keep all information regarding the school, pupils and staff completely confidential at all times.

The role

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

Person Specification

Qualifications (tested at application)	Essential	Desirable
Relevant Level 3 qualification in Early Years Childcare (or Equivalent)	✓	
Current safeguarding training (within the last three years)	✓	
Educated to GCSE level (or equivalent) including English and Maths at grade C or above	✓	
Current Paediatric First Aid qualification		✓

Knowledge and Experience (tested at application and interview)	Essential	Desirable
A proven record of high-class delivery of Early Years education	✓	
Outstanding knowledge and understanding of the EYFS Statutory Framework.	✓	
Experience of working in a relevant setting		✓
Experience of working with children in a voluntary capacity		✓
Experience of working with children beyond an Early Years setting		✓

Skills and Abilities (tested at application, interview and test)	Essential	Desirable
Competent ICT skills	✓	
Outstanding communication/interpersonal skills	✓	
Proven ability to work as part of a team	✓	
An ability to prioritise and carry out specific requests in a timely manner	✓	
Problem solving skills	✓	

Attitudes and beliefs	Essential	Desirable
A flexible attitude	✓	
A commitment to CPD	✓	
Humour, patience, stamina, loyalty and humility	✓	

Key terms and how to apply

Salary:

Level 3 qualified: £12.42 - £12.89 per hour

Level 4 + qualified: £13.01 - £13.48 per hour plus £500 allowance per year

Hours:

We have a variety of working patterns and hours available, please indicated preferences on application form.

Type of position: Permanent, full-time

Either term-time only with a requirement to work during Holiday Club for four weeks during the school holidays. Extra shifts during holiday periods will be available.

Or All-year round with 22 days of annual leave plus bank holidays to be taken during school holiday periods.

Holidays: Entitlement to 22 days of paid annual leave plus bank holidays.

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), discount on fees for Holiday Club provision, eligible to join a Contributory Pension Scheme, free lunch and refreshments, free Employee Assistance Programme including Wider Wallet discount scheme, Bike2Work scheme, enhanced Maternity scheme.

Start date: September 2025

How to apply

To apply for this role, forward a completed application form and a covering letter addressed to Avril Walsh, Nursery Manager, 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 **1st September 2025 at 9.00am**

Shortlisted candidates will be contacted to arrange a suitable time for interview: **we encourage early application as interviews may be held earlier than the closing date if suitable candidates are available.**

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.