



West House

INDEPENDENT PREPARATORY SCHOOL FOR BOYS

West House School

Application Pack

Deputy Nursery Manager



a 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 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

The department strives to be a leading light in the field of early years education, and was last inspected in March 2023. 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 Deputy Nursery Manager who is passionate about Early Years Education, with qualifications at Level 5 or above. The role will encompass classroom-based teaching and/or practitioner work and undertaking managerial duties and responsibilities to support the Nursery Manager. The ideal candidate will champion high quality and creative early years practice and will possess excellent communication skills.

Job Description

Reporting to: Nursery Manager.

To support the Nursery Manager in the leadership and management of the EYFS department, with specific responsibility for:

- Assist the Nursery Manager in overseeing the Holiday Club provision, to include planning, registers, costings, providing information to parents, producing flyers and materials to attract new pupils, preparing resources, acting as main point of contact on Holiday Club matters during the holiday period, and provide supervision during Holiday Club as required.
- Conducting viewings for prospective parents as required
- Maintaining accurate medical records, administering medicine in accordance with school policies and communicating with parents
- Carrying out supervisions and observations on relevant staff, assisting with development and implementation of the EYFS Statutory Framework.
- Acting as room leader, ensuring delivery of the EYFS curriculum alongside colleagues.
- Carrying out supervision until 6pm on required days, ensuring ratios are always correct.
- Acting as qualified Paediatric First Aider when required.
- Assisting in the planning and provision of a caring and stimulating environment that celebrates diversity and provides equal opportunities for all children.
- Establishing and maintaining positive relationships with children and their families.
- Enhancing outdoor learning opportunities.
- Completing daily risk assessments for the EYFS department building and classrooms, overseeing and carrying out the risk assessment process and advising staff where appropriate
- Supporting and advising staff with their practice, completing paperwork, reports, use of the Family app, and any other staff issues where required.
- Assisting the Nursery Manager to ensure that all information presented to parents and displays throughout the building are up to date and reviewed regularly.
- Acting as named Deputy in the department when required.
- Carrying out the role of Deputy DSL with specific Holiday Club DSL responsibilities, under direction of the school's DSL
- Responding to parental requests for uniform and to equip new pupils with uniform as required.
- Working effectively as part of a team.
- Working within the agreed framework of policies and procedures set out within the school.
- Supporting students and volunteers on placements.
- Assisting in the management of material resources.
- Assisting with record keeping, photocopying, administration and general filing.
- Assisting with classroom displays.
- Promoting the use of ICT in all aspects of teaching and learning.

To work as Deputy EYFS SENCo, instilling a culture of best practice and high quality EYFS and SEN education, by:

- Assisting and supporting the EYFS SENCO in delivering and planning appropriate SEN plans for children as required.
- Supporting staff to carry out WellComm assessments on all new starters in the EYFS department.

- Carrying out 1:1 support for children where required.

The role

- Supporting SEN children at mealtimes.
- Work alongside the key person of a child with SEND.
- Communicating with parents to develop positive relationships and aid children's progress and development.
- Keeping and sharing observations and assessments of children in your academic and pastoral care.
- Keeping accurate records of each child's achievement and progress.

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 tasks 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 5/Early Years Teaching)	✓	
Paediatric First Aid training, or willingness to undertake training at start of employment	✓	
Safeguarding training and qualifications	✓	
DSL/Deputy DSL training		✓
SEN training		✓

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

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	✓	

The role

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, full time.

Salary: £28,485 per annum.

Hours of Work: 37.5 hours per week, all-year round, working hours to be negotiated. Must be available to work between the hours of 7.30am and 6.00pm.

Holidays: 40 days' annual leave plus bank holidays, to be taken during school holiday and shut down periods.

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 including Wider Wallet discount scheme, Bike2Work scheme, enhanced Maternity scheme.

Start date: As soon as possible

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 **Wednesday 20th November at 9.00am.**

Short listed candidates will be contacted to arrange a suitable time for interview during the week beginning **25th November 2024.**

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.

