



WESTONBIRT
— PREP SCHOOL —

HEAD OF NURSERY

- CANDIDATE PACK -



THE OPPORTUNITY

At Westonbirt Prep School, a creative and ambitious curriculum, a team of talented and enthusiastic staff and the glorious Gloucestershire countryside combine to create the perfect conditions for learning.

We're looking for an inspirational, passionate and qualified Early Years professional to join us as Head of Nursery and lead an incredible team of staff and children, someone who will feel excited about working with us to realise our ambitious plans for our growing nursery.

As Head of Nursery, you will be responsible for the overall leadership, management, and development of the nursery.

You will:

- Lead the nursery in line with the mission, vision and values of the school.
- Manage the nursery team including staff deployment, rotas, performance management, and staff development.
- Manage the nursery budget, resources, and administrative tasks efficiently, including managing admissions and attendance records.
- Oversee the implementation of the Early Years Foundation Stage (EYFS) curriculum, ensuring an engaging and child-centred learning environment ensuring every child thrives.
- Maintain and enforce the highest standards of safeguarding, health, and safety, in line with statutory requirements and school policies.
- Build strong, positive relationships with parents and the wider school community, ensure open communication and a collaborative approach.
- Ensure the nursery meets all regulatory and inspection requirements and continuously seek ways to improve the quality of provision.
- Report to the Assistant Head (Pre-Prep) and Headmistress, and contribute to wider organisational development plans.

You will also 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.

WHY 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

HOURS, SALARY & BENEFITS

Hours: 40 hours per week, hours to be agreed with the successful candidate. A full-time year-round role is preferred. A term-time plus role is possible, subject to further discussion.

Salary: £38,000-£42,000 per annum, depending on qualifications and experience.

Benefits:

- 5% employer pension contribution
- 25 days paid holiday + bank holidays
- Means tested staff discount on school fees
- Save money with a prepaid cashback card
- Complementary lunch
- Cycle to work and EV scheme
- Access to the group's counselling scheme
- On-site parking
- Access to fully funded apprenticeships
- 5 days paid CPD training per year
- A supportive family of Nursery Managers at other nurseries across the Wishford Education group



PERSON SPECIFICATION

As Head of Nursery you will have:

- Previous experience in a leadership or management role within an Early Years setting.
- A full and relevant Level 3 qualification in Early Years or a higher qualification.
- Paediatric First Aid certification (12 hours) and a commitment to maintain.
- A passion for early years education and a comprehensive knowledge of the Early Years Foundation Stage (EYFS), safeguarding procedures, and all relevant legislation.
- Strong administrative and organisational skills.
- The ability to lead with positivity, empathy, and professionalism.

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: **molly.rees@wishford.co.uk**

Applications can also be made on the Westonbirt School **[TES page](#)**.

Application deadline is **Friday 24th October**.

Interviews will be held in **week commencing Monday 3rd November**; we reserve the right to close the vacancy early if a suitable applicant is found.

We strongly recommend visiting the nursery before applying. Please contact Lesley Higgins via **lesley.higgins@westonbirtschool.uk** to arrange a visit.

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**.



WISHFORD EDUCATION

In May 2018, Westonbirt Schools joined the Wishford Education group.

Wishford Education is a leading provider of independent education in the UK. Our group includes independent prep and senior schools, nurseries and day and residential camps. Varied in character but united in ethos, our schools, nurseries and camps understand where the true value of an independent education lies, and provide high-quality learning, outstanding opportunities and a happy, caring environment in which children achieve amazing things.

Founded in 2011, the group currently comprises ten independent schools in Wiltshire, Gloucestershire, Berkshire, Buckinghamshire, Oxfordshire and Kent as well as two thriving day nurseries in Wiltshire, an international summer school and an activity camps business.

The group is growing and we expect a number of additional schools and nurseries to join us in the near future.

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

