



WESTONBIRT
— PREP SCHOOL —

HEAD OF NURSERY

- CANDIDATE PACK -



THE OPPORTUNITY

At Westonbirt Prep School, we have 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 successful nursery.

As Head of Nursery, you will be responsible for the overall leadership (to include SEND), management, and development of the nursery.

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.

APPLICATION PROCESS

To pursue an application, please complete an application via eteach - [link here](#)

If you have any queries, or need any adjustments for the application or interview process; please contact hr@westonbirtschool.uk

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.

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



JOB DESCRIPTION

Leadership & Vision: Provide confident, nurturing leadership for the nursery, ensuring the team delivers care and education that reflect the nursery's ethos, values, and commitment to giving every child the best start.

Team Management: Support and guide the nursery staff team, including organising rotas, overseeing day-to-day deployment, leading performance and development conversations, and fostering a positive, collaborative working environment.

Operational & Administrative Management: Manage the nursery budget and resources responsibly, ensuring smooth running of all administrative tasks. Oversee admissions, maintain accurate attendance records, and ensure all paperwork is completed to a high standard.

Curriculum & Learning Environment: Oversee the effective delivery of the Early Years Foundation Stage (EYFS) curriculum, ensuring the environment is engaging, nurturing, and centred around children's interests and developmental needs—so every child can thrive.

SEND Leadership: Lead on support for children with additional needs, developing and monitoring Individual Education Plans (IEPs), and providing guidance to staff.

Safeguarding, Health & Safety: Champion the highest standards of safeguarding and wellbeing. Ensure all health, safety, and statutory requirements are met consistently and that staff fully understand and follow the nursery's policies and procedures.

Parent & Community Partnerships: Build warm, positive relationships with parents and carers. Maintain open, honest communication and work in partnership to support each child's development. Contribute positively to the wider nursery and school community.

Quality & Compliance: Ensure the nursery meets all regulatory expectations and is inspection-ready at all times. Lead a culture of continuous improvement, regularly reviewing and enhancing the quality of provision.

This role reports to the Assistant Head (Pre-Prep) and Headmistress, providing regular updates and supporting wider organisational development as part of the leadership team.

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, 4, or 5 qualification in Early Years (e.g., CACHE, NVQ) 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.
- A genuine passion for supporting children with additional needs.
- A warm, approachable, and child-centred manner.
- Willingness to work flexibly as required around the needs of the nursery.
- Strong administrative and organisational skills.
- The ability to lead with positivity, empathy, and professionalism.
- Committed to safeguarding, inclusion, and continuous improvement.



WISHFORD EDUCATION

Westonbirt Schools are part of the Wishford Education Group, a leading provider of independent education in the UK.

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

