



West House

INDEPENDENT PREPARATORY SCHOOL FOR BOYS

West House School

Application Pack

Early Years Practitioner



The role

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.

Working at West House School and Nursery

Staff at West House School work in a warm, friendly and inspiring environment. The teams of teaching and support staff are collaborative, hard-working and talented, and there are many opportunities for staff to get involved in all aspects of school life. Staff can take advantage of a range of employee benefits and training opportunities.

West House School is committed to ensuring that applicants and employees from all sections of the community are treated equally and not discriminated against on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, which includes colour, nationality and ethnic or nation origins, religion or belief, sex or sexual orientation. The school is actively seeking to identify and eliminate any barriers to diversity among our workforce.

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



The role

West House School is seeking an enthusiastic and experienced EYFS Practitioner to join the school's EYFS department on a full-time, term-time only basis. The ideal candidate will be flexible and an adaptable team player with a Level 3 qualification in Early Years Childcare (or equivalent) and will be passionate about Early Years care and education.

The role holders will report to the Nursery Manager.

Job Description

Key Tasks

- Help create a nurturing, inspiring and engaging environment where every child feels valued, supported and encouraged to thrive.
- Work alongside the Early Years team to bring learning to life through exciting activities and experiences that spark curiosity and development.
- Support the smooth running of the nursery by helping maintain appropriate staffing ratios throughout the day.
- Build strong, positive relationships with children and their families, recognising the vital role parents and carers play in each child's journey.
- Observe, celebrate and share children's achievements, helping to track their progress and support their individual development.
- Assist in maintaining accurate and up-to-date pupil records, assessment information and learning journeys.
- Prepare stimulating learning spaces for sessions and help ensure they remain organised, welcoming and ready for the next adventure.
- Champion an inclusive environment where diversity is celebrated and every child feels respected and represented.
- Contribute positively as an enthusiastic and supportive member of the Early Years team.
- Work within the school's policies and procedures, helping to maintain high standards of care and education.
- Offer guidance and encouragement to students and volunteers undertaking placements.
- Support the organisation and management of classroom resources and learning materials.
- Assist with day-to-day administrative tasks to help keep the department running smoothly.
- Provide photocopying and resource preparation as required.
- Support record-keeping, filing and general administration.
- Help create attractive and engaging classroom displays that celebrate children's learning and achievements.
- Encourage and promote the use of technology to enhance teaching, learning and creativity.

General Duties

- Carry out all duties in line with the school's commitment to equality, inclusion and meeting the needs of every child.
- Act as a positive ambassador for the school, promoting its values, ethos and vision at all times.
- Work closely with EYFS colleagues, the Head of EYFS and the Headmaster to ensure excellent communication and collaboration.
- Support children during playtimes and lunchtimes, helping to create a happy, safe and enjoyable environment.
- Play an active role in concerts, productions, celebrations and special events throughout the year.
- Represent the school at Open Days and other events as required.
- Attend staff meetings, training sessions and professional development opportunities, embracing continuous learning and growth.
- Undertake additional responsibilities that contribute to enhancing children's learning, wellbeing and overall experience at the school.
- Assist with the supervision of before- and after-school care when required.
- Build effective relationships with external agencies and professionals where appropriate.

The role

- Maintain the highest standards of confidentiality regarding pupils, families, colleagues and all aspects of school life.

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: £12.93 - £13.42 per hour

Level 4 + qualified: £13.54 - £14.03 per hour plus £520 allowance per year

Hours: Full-time, 37.5 hours per week, including two 6pm finishes per week.

Type of position: Permanent, 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.

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 2026

How to apply

Apply via My New Term: <https://mynewterm.com/school/West-House-School/103575>

The deadline for applications is **9.00am on Tuesday 1st September 2026**.

Shortlisted candidates will be contacted to arrange a suitable time for interview after the closing date.

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.



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