



West House

INDEPENDENT PREPARATORY SCHOOL FOR BOYS

West House School

Application Pack

Nursery Operations Manager



About 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/>



About the role

The EYFS Department at West House School is seeking a experienced, enthusiastic and highly motivated Nursery Operations Manager. The successful candidate will demonstrate excellent leadership skills, a strong understanding of EYFS and safeguarding requirements, and a proven ability to create a safe, nurturing, and stimulating environment where children can thrive. They will be committed to delivering outstanding care and education while supporting, motivating and developing staff to achieve the highest standards, helping to implement and bring to life the vision and aims of the Head of Pre-Prep and EYFS.

Job Description

Reporting to: Head of Pre-Prep and EYFS.

Line Managing: Deputy Nursery Manager, EYFS Practitioners.

To maintain a high-quality Early Years provision and curriculum, including:

- Promoting a caring, safe and welcoming setting, above all promoting the safeguarding and health, safety and wellbeing of children in the department
- Providing an enabling, encouraging and stimulating environment for children to learn and develop
- Overseeing the implementation of a varied, inclusive and high-quality integrated curriculum, conducting short, long and medium term planning and continuously monitoring for improvement
- Following and implementing all regulations and recommendations to ensure successful ISI inspections
- Ensuring the department's policies and procedures are known and embedded
- Keeping abreast of developments in the EYFS and Preparatory School sector, maintaining own continuous professional development and sharing best practice with colleagues
- Providing and organising an after-school and Holiday Club service, ensuring correct ratios and arranging suitable activities
- Ensuring the children's welfare, development and wellbeing remain the highest priority
- Monitoring the quality of learning environments and educational activities
- Supporting staff in delivering age-appropriate learning and development programmes.

To maintain a positive culture to identify and support children with their progress, development or well-being, including:

- Acting as Deputy DSL with responsibility for EYFS, demonstrating knowledge of the Child Protection Safeguarding Policy, undertaking regular training and providing in-house training to new members of staff as required.
- Keeping the Headmaster and relevant colleagues informed of all safeguarding matters using CPOMs software
- Referring children to colleagues or external agencies for specialist support
- Working with the DSL to record and report incidents in line with school policies and procedures
- Monitoring progress and achievement, overseeing the compilation of profiles and reports on pupils throughout their EYFS journey
- Ensuring EYFS practitioners keep records and evidence of progress, including effective use of the Famly app
- Developing strong relationships with parents and families, ensuring children's individual needs and medical requirements are taken care of sensitively and appropriately, and organising regular parents' evenings
- Ensuring all safeguarding policies and procedures are followed.

To manage and support a positive and committed team of skilled EYFS Practitioners, including:

- Recruiting and onboarding new staff
- Arranging and providing training, mentoring and continuous performance management and support
- Performing regular supervisions and observations of staff to ensure implementation of the EYFS Statutory Framework
- Arranging regular staff briefings, promoting wellbeing, encouraging an open dialogue and space for Practitioners to exercise their creativity and innovation

About the role

- Organising the deployment of staff and their working hours to comply with statutory ratios, approving the use of high quality agency staff where necessary
- Proactively and supportively line managing EYFS staff, setting clear work and development objectives
- Leading, motivating and supporting EYFS staff to achieve high standards of performance.

To manage the operations of the Department efficiently and effectively, including:

- Ensuring all necessary paperwork, documentation and risk assessments are completed, monitored and reviewed
- Promoting the nursery to prospective parents, providing tours and organising settling in sessions
- Ensuring fees and charges are processed promptly and accurately
- Updating and reviewing information presented to parents and displays throughout the EYFS department building
- Recording and approving staff hours and overtime and submitting information to the payroll department
- Ensuring compliance with all relevant legislation, safeguarding requirements and regulatory standards
- Addressing concerns, feedback and enquiries professionally and promptly.

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 all Open Days and at least two Parents' Association events 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 task and responsibilities may be allocated as necessary and reasonable from time to time.

About the role

Person Specification

Qualifications (tested at application)	Essential	Desirable
Minimum Level 3 Early Years Education qualification	✓	
Level 5 qualification in Early Years Leadership/Management or willingness to work towards this		✓
SEND or SENCO qualification		✓
Paediatric First Aid training, or willingness to undertake training at start of employment	✓	
Safeguarding training and qualifications	✓	
DSL/Deputy DSL training or willingness to undertake training at start of employment	✓	

Knowledge and Experience (tested at application and interview)	Essential	Desirable
Significant experience working within an Early Years setting	✓	
Experience of working with children aged 0 to 5 years	✓	
Thorough knowledge of Experience of implementing the Early Years Foundation Stage framework	✓	
Knowledge of SEND requirements and inclusive practice	✓	
Experience of liaising with parents, carers and external agencies	✓	
Awareness of health and safety legislation within childcare settings	✓	
Understanding of Ofsted/ISI requirements and inspection processes	✓	
Experience of supervising, leading or managing a team	✓	
Experience of delivering staff training and mentoring		✓
Experience of managing an Ofsted/ISI inspection		✓
Experience of working in a DSL/Deputy DSL role		✓
Experience as a Fire Safety Officer or similar		✓

About the role

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	✓	
Ability to maintain confidential, accurate records and documentation	✓	

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	✓	
Commitment to promoting equality, diversity and inclusion	✓	
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, all-year round.

Salary: £34,000 – £37,000 per annum according to experience

Hours of Work: Working hours to be negotiated, to include at least two evenings per week until 6pm.

Holidays: Entitlement to 40 days of paid annual leave plus bank holidays, to be taken in school holiday time.

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: December 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 Friday 2nd October 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.

