



Head of Nursery  
Applicant Information Pack



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## *welcome from the headmaster*

Dear applicant,

Thank you for your interest in this position. You will find lots of information within this pack about the role and you are most welcome to visit West Hill Park in advance of an application. By visiting the School you will certainly gain a real understanding of how special WHP really is!

Our Little Griffins, and recently introduced Wild Griffins, are truly inspirational places for our youngest learners to grow and flourish as individuals. We have unrivalled on-site facilities that include an indoor heated swimming pool and a dedicated team of staff who always aim to provide the highest level of care for every child.

I arrived at WHP in September 2019 after six years of Headship in Lincolnshire and, together with my family, have received a very warm welcome by the pupils, staff and parents at WHP. The School is set in wonderful grounds and our facilities are second to none in the local area. WHP is ideally located in the village of Titchfield and close to both Portsmouth and Southampton. West Hill Park is a member of the Prep Schools Trust, which has seven schools across England and provides exciting opportunities for staff development, financial management, and curriculum innovation. In September, Prep Schools Trust will be merging with Radley College. You can read more [here](#).

We are looking for candidates who want to become part of the WHP community and want to inspire a generation of children in order to prepare them for their future. Personality, enthusiasm, innovation and a commitment to the role are key characteristics that we will be looking for! Please do not hesitate to get in touch if you have any questions and I wish you good luck with your application.

With kind regards,



Mr Chris Ward  
Headmaster





# The Role

We have an exciting opportunity for a highly motivated, suitably qualified and inspirational Head of Nursery to lead our dedicated team of staff.

This role would suit someone who has experience as a deputy nursery manager, nursery manager, senior nursery practitioner with management experience.

## About you:

Qualified to NVQ Level 3 or above, you will be responsible for planning and delivering a well-structured curriculum and creating engaging activities that provide children with a safe, stimulating, and organised environment. As a strong team leader, you will motivate and manage a small team, delegate tasks effectively, and inform staff about new initiatives and best practices. With excellent communication skills, you will build positive relationships with parents, supporting them in their child's education and development. Committed to best practices in Inclusion, Safeguarding, and Health & Safety, you will follow statutory guidelines and regulations to ensure all children are safe, supported, and fully included.

Our Nursery is a Curiosity Approach Accredited setting and we are extremely proud of this. It is important to us that the successful candidate has a good understanding of the approach and how to implement it as part of the curriculum. We also have our Wild Griffins which provides an all-day outdoor, forest school environment for children.

The Nursery currently opens between 7.30am and 6.00pm which includes wraparound care. Our core day in term-time is 8.20am - 3.30pm for 49 weeks of the year. This is currently made up of term-time provision and a holiday club. Exciting plans are in place to offer an all-year round provision and the successful candidate will be pivotal in its implementation. Therefore, this role is a full-time, all-year round position.







# Job Description

**Role:** To lead our Nursery setting for pupils aged 2 and above

**Responsible to:** Senior Leadership Team

**Contract Type:** 40 hours per week. Permanent, full-time (all-year round) 5.6 weeks holiday plus bank holidays

**Salary:** Very competitive and dependent on experience

## Key Responsibilities:

- To deliver and ensure a high learning, development and care standard for children aged 2 and above
- To be responsible for the efficient running of The Nursery and overall delivery of a high-quality service
- To ensure that The Nursery provides a safe, caring, stimulating educational environment at all times, both indoors and outdoors
- To ensure that the Nursery is a safe environment for children, staff and others

- To develop partnerships with parents/carers to increase involvement in their child's development
- To lead and manage other staff within the nursery and organise and participate in the key person system
- To ensure that the pre-school nursery plans are appropriate and a Early Years Foundation Stage (EYFS) curriculum enables children to progress individually
- To ensure the nursery meets all statutory requirements at all times
- To ensure all staff understand and work to the nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
- To take responsibility for planning, which ensures each child is working towards the early learning goals
- To conduct staff appraisals and supervisions as appropriate and to identify staff training needs
- To ensure all records are properly maintained in accordance with the policies and procedures of the School
- To contribute towards the production, upkeep and updating of curriculum resources
- To ensure appropriate resources and materials are available for pupils
- To provide effective supervision, leadership and mentoring to the team in the nursery
- To be involved in the marketing of the nursery to ensure occupancy targets are met and to maintain a highly positive profile and reputation locally
- To take responsibility for all displays
- To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement
- To write reports and to discuss pupils with their parents
- To liaise with other staff in relation to academic and pastoral matters
- To attend staff meetings and other meetings as required
- To attend INSET meetings, courses and conferences as required
- To undertake any other reasonable duties as directed.



# Job Description Cont.

## Other Responsibilities

- To ensure all equipment is in a safe condition, complying with health and safety regulations and ready for use by the children
- To ensure all risk assessments are completed
- To attend/contribute to school working parties/review bodies
- To undertake lunchtime, break time and other duties as required
- To adhere to School procedures outlined in the Staff Handbook and Policy documentation
- To engage with the School's appraisal process, as required
- To keep completely confidential any information regarding the children, their families or other staff which is acquired as part of the job
- To support and carry out any other reasonable duties deemed appropriate by the Head.

**General** – West Hill Park School is committed to safeguarding and promoting the welfare of all our children. All staff are trained in child protection, work within the staff code of conduct, and whistle blowing policies. All candidates for posts will be asked to provide suitable references, undergo an enhanced DBS check, online checks and will be asked, at interview, questions about safeguarding children. The School may contact any of your previous employers.

All posts at West Hill Park require staff to conduct themselves in a highly professional manner when dealing with children, parents and colleagues. Staff are expected to appreciate and promote the ethos and image of the School and should ensure that in all their actions and words they market the School in a positive manner. Disciplinary action may be taken against staff who bring the School's name into disrepute.

Staff at West Hill Park are expected to be aware of their own Health and Safety and to that of those around them and should take all reasonable steps to ensure that no one is placed in danger.





# Person Specification

The successful candidate is likely to possess all or most of the following:

| Criteria                     | Essential                                                                                                                                                                                                                                                                                                                                                            | Desireable                                                                                                                                                     |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Education and Qualifications | <ul style="list-style-type: none"><li>• Minimum Level 3 qualification in Children and Young Peoples Workforce or equivalent</li><li>• Paediatric First Aid</li></ul>                                                                                                                                                                                                 | <ul style="list-style-type: none"><li>• Qualified Teaching Status</li><li>• Food Hygiene Certificate</li></ul>                                                 |
| Experience/ Knowledge        | <ul style="list-style-type: none"><li>• A minimum of 2 years of recent experience working in a Nursery setting in a managerial role</li><li>• Excellent working knowledge of the Early Years Foundation Stage and current ISI statutory guidance.</li><li>• Knowledge and proven practical experience in implementing good quality learning opportunities.</li></ul> | <ul style="list-style-type: none"><li>• Already in a senior practitioner or room leader role.</li><li>• Good understanding of the Curiosity Approach</li></ul> |



# Person Specification cont.

| Criteria              | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Teaching and Learning | <ul style="list-style-type: none"><li>• The desire to improve teaching and learning with an innovative approach to curriculum delivery</li><li>• Ensure standards of behaviour are met at all times</li><li>• Good communication skills with staff, students, parents and support staff</li><li>• Commitment to safeguarding and the welfare of students</li><li>• Commitment to continued professional development</li></ul>                                                       |
| Skills and Attributes | <ul style="list-style-type: none"><li>• Lead, develop and maintain good working relationships</li><li>• Work as part of a team</li><li>• Ability to provide a high-quality and individualised educational experience for all children</li><li>• Empathy and understanding of children under five</li><li>• Ability to write reports and keep clear and accurate records</li><li>• Effective team leadership</li><li>• Excellent organisational and administrative skills.</li></ul> |
| Personal Qualities    | <ul style="list-style-type: none"><li>• Able to work on own initiative</li><li>• A passion for children's learning and development</li><li>• Excellent interpersonal skills</li><li>• Ability to reflect and self-assess</li><li>• Stamina and emotional resilience</li><li>• Commitment to the ethos and values of West Hill Park</li></ul>                                                                                                                                        |





## Application Process

How to apply – the closing date for applications is Monday 30th June. A **completed application form** and a **covering letter** should be sent to: [headmaster@westhillparkpst.org](mailto:headmaster@westhillparkpst.org) for the attention of Mr Chris Ward, Headmaster.

The School reserves the right to appoint before the closing date so early applications are encouraged.

To arrange an informal visit to the School or to discuss the role in confidence with the Headmaster, please contact Mrs Abigail Suttie (Head's PA) on [admissions@westhillparkpst.org](mailto:admissions@westhillparkpst.org) or 01329 842356.

Further information on the school can be found at [www.westhillpark.com](http://www.westhillpark.com)





WEST HILL PARK

*We look forward to  
welcoming you*