

# Nursery Manager/Head of Pre Prep

School:	Weston Green School	Posted:	28th September 2023
Location:	Weston Green School, Weston Green Road, Thames Ditton, Surrey KT7 0JN	Expires:	13th October 2023 12:00 PM
Contract Type :	Permanent	Start Date:	1st January 2024
Salary:	£32,000-£36,000	Job ID:	1368221
Hours:	Part Time		



## Head of Nursery / Pre-Prep - 4 days per week Required from January 2024, or earlier if available

Join our wonderful Pre-Prep department in this exciting opportunity to lead, manage and develop the provision for our 2-4 year olds, lead the work of an incredible team all within our wonderful, nurturing, small independent school.

Do you have experience of leading within a pre-school / nursery aged setting, supporting learning provision and staff?

Would you like to lead and develop the provision for 2-4 year olds in Pre-Prep as part of our wonderful independent prep school and to join our close knit, hard working staff team?

Do you have enthusiasm, and energy to work as part of our supportive and friendly team in an inspiring school environment?

Weston Green School is a 2 form entry independent school situated in Thames Ditton, Surrey. Our school is a special place where children grow and thrive to become independent and confident young people, who achieve exceptionally well but also enjoy their experiences immensely and develop a life-long love of learning.

We are seeking to appoint a Leader for our Pre-Prep department which is a full year setting educating and caring for children aged 2-4 years before they progress into our Reception classes. This role forms part of the leadership team of the school and the candidate will take part in leading the Pre-Prep within the whole school strategic priorities for development.

This role is for 4 days per week 8-4pm across the whole year. The Pre-Prep is open 48 weeks a year with staff holidays being 6 weeks per year + bank holidays. This encompasses 4 weeks of school closure during normal school holidays and then 2 weeks additional which can be taken during term time.

**We welcome and encourage visits to the school. If you would like to find out more or arrange a visit please contact the school office.**

**Please see the full person specification but we seek someone who:**

- Is an enthusiastic and dynamic team member with excellent communication skills
- Has excellent and positive behaviour management skills
- Has experience of leading within a Nursery or Pre School setting
- Has the ability to work as part of a team, to show initiative and take the lead
- Is committed to developing good relationships with children, staff at the school, parents and outside agencies
- Has high expectations and is friendly, hardworking and supportive and above all flexible
- Has lots of ideas on how to plan, develop and run provision for Pre--Prep aged children, using the framework for EYFS

**We can offer:**

- A small, friendly two form entry prep school (3 classes within Pre-Prep) with a strong pastoral and community ethos
- A supportive, caring and inspiring team
- Children who are fun, exciting and friendly
- Small class sizes
- Excellent development opportunities

The permanent contract will be for 32 hours per week, usually over 4 days 8-4pm but can be negotiated

Salary £32,000 - £36,000 (FTE 40 hours) dependent on experience

**Closing date: Friday 13th October 2023**

**Interviews: Thursday 16th October**

### Safeguarding Statement:

Weston Green School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We actively support the Government's Prevent Agenda to counter radicalism and extremism. We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our Child Protection Policy which can be viewed in the Policies section of our website.

