



## Information for Candidates Applying for the Role of Interim Nursery Manager

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Required As Soon as Possible

### THE POST

Birkenhead School has a unique and exciting opportunity for an experienced Nursery Manager who is able to lead our outstanding Nursery provision. The successful candidate should be an engaging, high quality practitioner with a track record of successful leadership and management. Being able to manage the ongoing development of our Nursery provision, the post holder will be able to establish and maintain a caring, nurturing and dynamic ethos within which children can discover and develop their gifts and talents. The post is a fixed-term contract of 12 months.

The Interim Nursery Manager (henceforth in this document the 'Nursery Manager') will report to the Head of Prep and direct reports to the Nursery Manager will be the Deputy Manager, EY SENDCo and Room Supervisors.

The School is proud to have achieved consecutive 'Outstanding' results for the Early Years Foundation Stage in all areas of the Independent School's Inspectorate inspections, the most recent of which took place in December 2021.

Uniquely, our Early Years setting benefits from being part of a fully co-educational School that goes from 3 months to 18 years, set in a wonderful location with additional facilities and support.

### THE SCHOOL

Birkenhead School, awarded the Sunday Times Independent Secondary School of the Year in the North West for 2025, was founded in 1860. It is an HMC independent day school providing education for boys and girls drawn from the whole of the Wirral, Liverpool and as far afield as Chester and North Wales. There are currently some 126 children in Early Years (57 in Nursery aged under 3 years old, 69 in our "Pre-Prep" aged 3 to 5 years old), 301 pupils in the School's Prep (ages 5-11) and 527 students in Years 7 to Upper Sixth Form. Birkenhead School has been fully co-educational since September 2008, offering the choice of an independent education to all local children. Across the School approximately 45% of students are girls.

Situated in the leafy suburb of Oxton, the School enjoys excellent facilities. The main campus has a 'village green' atmosphere, with classrooms and laboratories looking out over the cricket square. Recent capital developments have included a fully refurbished library and meeting room block, and a new landscaped playground area. There are ongoing and substantial investments in facilities. In addition to the main campus, the School owns 17 acres of playing fields on two sites nearby – the primary one being McAllester Field on Bidston Road.

#### SENIORS

527 STUDENTS  
AGED 11 – 18  
296 BOYS / 231 GIRLS

#### PREP

301 PUPILS  
AGED 5 – 11  
162 BOYS / 139 GIRLS

#### NURSERY / PRE-REP

125 CHILDREN  
AGED 3 MONTHS – 5 YEARS  
69 BOYS / 56 GIRLS



## BIRKENHEAD SCHOOL

### SCHOOL ORGANISATION & VALUES

The School comprises Nursery and Pre-Prep (Early Years), Prep and Seniors and integrates their objectives and activities within a 'One School' ethos. The Headmaster chairs the School's Senior Leadership Team (SLT) comprising the Head of Prep, Deputies and the Bursar.

Birkenhead School prides itself on being a family school and this has been greatly strengthened by the opening of the Nursery in 2006. Becoming fully co-educational in 2008 reinforced this, and at present, 234 families have more than one child in the School and 33 of those have three or four children here.

A key feature of the School is its strength of community, which runs through the student, staff and parental bodies. The School is embedded within the wider Wirral community, has strong links with local businesses and charities, and offers an extensive bursary programme. The School aims to inspire students both inside and outside the classroom, knowing each individual and providing them with outstanding opportunities to find their niche.

A dedicated, talented and collegiate staff body is required to achieve this excellence and sense of community. The School's informal motto is Respect, Responsibility and Resilience, to which the School has recently added Inclusivity, Compassion, Integrity, Humility and Courage as defined School values. Birkenhead School recruits on attitude as much as the quality of an individual's qualifications on paper, an approach that has played a considerable role in the winning of the Sunday Times award – in short, staff go above and beyond.

### THE DEPARTMENT

The Nursery is where our youngest children, from three months to three years, begin their journey of discovery and build the foundations for a lifelong adventure of learning.

The Nursery has its own secure building and garden area, and it is from here that our young children's journey of discovery begins. Our caring environment is where children develop in confidence, beginning to learn new skills and making friends with other children.

Situated within the grounds of Birkenhead School, there is easy access to wider school facilities. Regular walks and activities within the School grounds add to the wider experiences of our little ones and help when they come to move on through the School.

### THE ROLE AND RESPONSIBILITIES

The Nursery Manager will be responsible for ensuring children come first in all aspects of Early Years at Birkenhead School, ensuring high standards of childcare and educational monitoring, whilst working within the philosophy and objectives of the School. The Nursery Manager reports to the Head of Prep, regularly liaising over strategic development, quality of provision and staffing arrangements. The Nursery Manager remains available to staff and parents, ensuring a safe, nurturing and dynamic environment, and enabling the emotional, social and educational development of the children, whilst also encouraging the natural flow from Nursery to Pre-Prep. The Nursery Manager will be very well supported, not only by the Head of Prep, but by the Finance, Administration, Catering and Estates teams.



## BIRKENHEAD SCHOOL

### Leadership

- Possess a thorough knowledge of child day care standards and can effectively implement the requirements set out in the Statutory Framework for the EYFS, ensuring each child develops within a stimulating educational environment
- Ensure effective assessment of children in Nursery through the completion of EYFS profiles, setting high expectations and tracking the development of every child, fully engaging with parents
- Promote the high profile of Nursery and uphold its standards at all times
- Ensure effective recruitment and retention of staff and lead a programme of induction and professional appraisal
- Foster a team spirit, providing training opportunities for the Nursery team
- Create an inspiring and professional work environment consistent with the School's values and aspirations
- Keep abreast of current thinking by attending courses and continuing with own professional development
- Lead staff meetings
- Review and update policy documents
- Promote the Nursery setting by effective communication with families and such initiatives as tours and open events

### Operational

- Oversee children's development and engage parental support through effective communications
- Review children's key records and learning journeys, and share with parents and carers. Audit the learning journey and provide feedback to staff members as appropriate
- Liaise with the Early Years SEND Co-ordinator, ensuring the provision is consistent with SEND provision for the whole school
- Ensure effective staff deployment
- Co-ordinate effective staff, parental and child engagement to assist smooth transitions between the age groups and on through to Pre-Prep
- Ensure compliance with national standards and lead on inspections when they occur
- Be responsible for preparing and managing the Nursery annual expenditure budgets
- Support the writing and updating of Nursery policies and procedures
- Liaise with Local Authority and other external bodies associated with the setting

### Welfare and Safety

- Implement the School's Safeguarding/Child Protection Policy and procedures and reporting to the School's Designated Safeguarding Lead
- Support the early identification and intervention for children with possible special educational needs, liaising with the EY SENDCo accordingly
- Be responsible for safety, security, hygiene and cleanliness, ensuring high standards at all times
- Highlight necessary work to maintain the buildings/grounds to the Estates Manager
- Keep and review risk assessments, accident and incident records and reduce risks where practicable
- Carry out regular practice fire evacuations (with the support of the Estates Manager),



## BIRKENHEAD SCHOOL

- Ensure a robust procedure is in place for the management of health conditions, allergies and dietary requirements, liaising with the School Nurse as appropriate

### THE PERSON

- A minimum Level 3 qualification in Early Years Education (or equivalent) is essential
- Previous experience in a Managerial or Leadership role within a Nursery or Early Years setting
- Working knowledge of the Revised Statutory Framework for the Early Years Foundation Stage
- Knowledge of child development appropriate to the age of children 0-5 years
- Experience in leading staff and implementing policies & the Statutory Framework for the Early Years Foundation Stage

### REMUNERATION & BENEFITS

#### Salary

A competitive salary commensurate with experience and expertise.

#### Hours

Nursery is open 50 weeks of the year (there is a two-week Christmas shutdown) and therefore this is a full-time, year-round role with various shifts between 7.30am and 6.30pm. A degree of flexibility is required to allow for occasional activities involving working outside the normal hours.

This is a fixed-term contract of 12 months.

#### Holiday

You will be entitled to 40 days' holiday, including Bank Holidays and Christmas shutdown.

#### Pension

The School operates an auto-enrolment pension scheme.

#### Other Benefits

We will value and support you, and the rewards and benefits are numerous:

- Working with fantastic children in a unique and happy environment
- Working as part of a committed and well-qualified team
- Membership of the Pension Scheme
- Membership of the Employee Assistance Programme
- Free use of the fully equipped on-site gym
- Generous support for your continuous professional development
- Lunch provided



## BIRKENHEAD SCHOOL

### APPLICATION

A letter of application indicating skills and experience, together with a completed application form, including the names and addresses of at least two referees, should be sent for the attention of the Head of Prep via: [chw@birkenheadschoo.co.uk](mailto:chw@birkenheadschoo.co.uk)

Applications may also be sent by post to: **Cheryl Wallace (Human Resources), Birkenhead School, 58 Beresford Road, Oxtan, Wirral, CH43 2JD**

Application forms can be downloaded from the School's website: [www.birkenheadschoo.co.uk](http://www.birkenheadschoo.co.uk)

Candidates are welcome to contact the Head of Prep, Mr Harry FitzHerbert, on [hrrf@birkenheadschoo.co.uk](mailto:hrrf@birkenheadschoo.co.uk) with any questions relating to the role.

To meet our safeguarding obligations, an Enhanced Disclosure and Barring Service check is undertaken as part of the recruitment process for all new staff. As Birkenhead School is an educational provider, it is permitted to ask whether an applicant has any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance, as defined by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). It is a criminal offence for an individual who is barred from working with children to apply for a role which is classed as regulated activity (i.e. involves working with children). As such, candidates are asked to also complete the separate Criminal Record Declaration Form on the School's website. The information disclosed on this form will not be kept with your application form during the application process.

Candidates selected for interview will be offered the opportunity to have a tour of the School and meet with relevant members of the department.

**The closing date for applications: 9.00am on Tuesday 22<sup>nd</sup> April 2025**

Shortlisted candidates are likely to be invited to interview the following week.