

Wellington School

Head of Junior School & Nursery Manager



We are seeking to recruit a Head of Junior School & Nursery Manager. This is a senior position, and we are looking for an outstanding individual with an excellent understanding of primary and early years education, who can provide strategic leadership and management within the infant and junior sections (Nursery through to P6) of this all-through, 3–18, co-educational school.

The Head of Junior School and Nursery Manager is accountable to the Head of School and is a member of the whole school Senior Management Team, which includes in addition the Deputy Head, Assistant Head (Pastoral), Assistant Head (Academic), Finance Manager and Operations Manager. Wellington School Nursery is based within the Junior School and at a woodland site adjacent to the school's playing fields at Doonside. The Nursery operates in partnership with South Ayrshire Council.

Wellington School is the only independent school in Ayrshire and the school roll is currently in the region of 450 (Nursery – S6). Year groups in the Senior School typically consist of approximately 50 pupils and most remain in the school until the end of S6. The majority of pupils study 8 National 5 courses in S3/S4, before going on to take 5 Higher courses in S5. Pupils in S6 choose from the wide range of Advanced Higher and Higher courses available and almost all proceed to university. Pupils achieve outstanding results at all levels and the 'A' grade pass rate at Higher and Advanced Higher make Wellington one of the top performing schools in Scotland.

This is an exceptional opportunity for the successful applicant to make a positive impact on this thriving school, which prides itself on its academic results, its first-class extra-curricular programme and the quality of support that it offers every pupil throughout their school career. The post is ideally suited to a person who wishes to lead a Nursery and Junior School within the framework of an all-through independent school.

Specific Duties of Head of Junior School & Nursery Manager

The person appointed will:

- work under the direction of the Head of School;
- ensure the safeguarding and welfare of pupils in the Nursery and Junior School, working alongside the Assistant Head (Pastoral);
- provide strategic direction for and manage the Nursery and Junior School (P1-P6);
- serve as a member of the Senior Management Team of the school;
- monitor and evaluate the work of the Junior School;
- develop and implement Junior School policies within the whole school framework;
- lead, manage and provide strategic direction for all Junior School staff;

- manage, develop and coordinate the Junior School curriculum, in conjunction with the Assistant Head (Academic) and appointed curriculum coordinators;
- oversee the continuing professional development of all Junior School staff and ensure that staff comply fully with the professional update requirements of the GTCS;
- manage the Junior School budget, in liaison with the Finance Manager;
- manage the deployment of Junior School staff, liaising with the Deputy Head of the school;
- work in partnership with parents, other professionals, agencies and schools, including South Ayrshire Council and the Care Inspectorate with regard to the Nursery;
- oversee admissions for all of the Junior School, liaising with the Head of School and the Admissions Registrar;
- promote and market the Junior School in the local and wider community, liaising with the Marketing Manager.

Applicant Profile

In addition to the above, the Head of Junior School & Nursery Manager is expected to have the following qualities and skills:

- The enthusiasm, commitment and clarity of purpose to inspire others.
- A capacity for hard work and the ability to lead by example.
- A warm and caring personality, with the ability to relate well to a wide range of people.
- A willingness to contribute fully to the wider life of the school and always to 'go the extra mile'.
- The ability to deal effectively with complex and challenging issues.
- Proven management and leadership experience.
- A good understanding of the Nursery and Junior School environment within the independent sector in Scotland.

The salary for this post will be commensurate with the importance of the role.

The position is full-time and commences on Monday 18 August 2025.

Applicants must either be registered with GTC Scotland, or eligible for registration. All teaching appointments are subject to clearance through the Disclosure Scotland Protecting Vulnerable Groups Scheme.

Applicants should complete the school's Job Application Form and provide a covering letter, both of which should be sent by email to vacancies@wellingtonschool.org. A CV is optional and may also be included. Interviews will be held in late February/early March. If you have further questions about the post, please contact the Head of School, Mr Johnson, headmaster@wellingtonschool.org.

The closing date for applications is Friday 31 January.