



## KIRKHAM GRAMMAR SCHOOL

# Pre-School Helper and After-School Supervision

Term-Time/Part-Time | Permanent Contract

### The Role:

An exciting opportunity has arisen for a caring, enthusiastic, and reliable individual to join our Early Years and After-School Care teams. This combined role supports children in our Pre-School during the school day and provides supervision and care for pupils attending after-school sessions.

Working under the direction of the Nursery Manager and Deputy Heads, the successful candidate will help provide a safe, stimulating, and nurturing environment for our youngest learners, while also ensuring a secure and engaging afterschool provision for children of varying ages. The role requires warmth, flexibility, and a genuine commitment to the wellbeing of pupils.

### Key Responsibilities:

#### Pre-School (Daytime)

- Support staff with the daily routines of the pre-school.
- Assist with activities, play, and learning opportunities for children aged 2–5.
- Help prepare and set up resources for lessons and play.
- Supervise children during indoor and outdoor play.
- Support with mealtimes, snacks, and personal care where required.
- Promote positive behaviour, independence, and inclusion.

#### Afterschool Supervision: Infant and Junior School 4-11

- Supervise pupils attending the afterschool club, ensuring their safety and wellbeing.
- Provide a welcoming and engaging environment with a range of activities.
- Support children with homework, reading, or quiet activities if required.
- Assist with the preparation and serving of light snacks.
- Encourage positive relationships and cooperative play.
- Ensure safeguarding, behaviour management, and health & safety policies are followed at all times.

### **General**

- Build positive relationships with children, parents, and staff.
- Communicate effectively with colleagues to ensure smooth transitions between Pre-School and after-school provision.
- Maintain a clean, safe, and stimulating environment.
- Contribute to the wider life of the school where appropriate.

### **Teamwork & Communication**

- Work effectively with the Nursery Manager and wider school staff.
- Share information clearly and sensitively with colleagues and parents.
- Attend staff meetings, training sessions, and contribute to ongoing professional development.

### **Reports to:**

Nursery Manager and Deputy Heads

### **Person Specification**

#### **Essential**

- A warm, caring, and patient approach.
- Ability to work effectively as part of a team.
- Good communication skills with children and adults.
- Commitment to safeguarding and promoting the welfare of children.

#### **Desirable**

- Paediatric First Aid qualification (or willingness to train).
- Experience of working in a school-based nursery or pre-school.
- Knowledge of SEND strategies and inclusive practice.
- Level 2 or 3 qualification in Early Years/Childcare (or equivalent).
- Experience working with children aged 2–5 years in an early years setting, as well as primary pupils
- Understanding of the EYFS framework.

### **Personal Attributes**

- Nurturing, patient, and enthusiastic.
- Dependable and flexible.
- Able to use initiative and remain calm under pressure.
- Creative and resourceful in engaging children.
- Committed to maintaining high standards of care and supervision.

### **Further Information**

Hours of Work: Part-time, term-time only. Pre-School 12-2 then afterschool club supervision until approximately 6:00 pm, Monday to Friday.

Salary: Commensurate with experience and qualifications.

### **All employees at Kirkham Grammar School are expected to:**

- Embody and promote the school's values and ethos.
- Make effective use of technology to support and enhance learning.
- Commit to ongoing professional learning and reflection.

- Prioritise student wellbeing, inclusion, and safeguarding in all aspects of their journey through the school environment.

**Closing date for applications:** 10/10/2025

**Proposed interview date:** 14/15 October 2025.

Should you wish to visit our setting, we are holding a drop in on Monday 29 September from 5pm. Please contact Mrs Blake Headmistress's PA on [m.blake@kirkhamgrammarjnr.co.uk](mailto:m.blake@kirkhamgrammarjnr.co.uk) to book a viewing.

**Applications:**

By application form and supporting letter (CV optional) to:

Mrs A Roberts  
HR Manager  
Kirkham Grammar School  
Ribby Road  
Kirkham  
PRESTON  
PR4 2BH

Or Email: [A.roberts@kirkhamgrammar.co.uk](mailto:A.roberts@kirkhamgrammar.co.uk)

The post is subject to completion of the school's application form, two satisfactory references, DBS clearance, social media check and verification of qualifications.

Kirkham Grammar School is committed to safeguarding and promoting the welfare of children and young people. We hold the right to end the application process early should a suitable candidate be found.