



Information for Candidates applying for the role of Pre Prep Assistant/Fun Club Supervisor

Required As Soon as Possible

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 23 children in our “Pre-Prep” (aged 3 to 5 years old), 288 pupils in the School’s Prep (ages 5-11) and 482 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 pupils 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 new landscaped playground area and an outdoor classroom. There are ongoing and substantial investments in ICT 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.

SCHOOL ORGANISATION & VALUES

The School comprises Pre-Prep (Early Years), Prep and Seniors and integrates their objectives and activities within a ‘One School’ concept. The Principal & CEO chairs the School’s Senior Leadership Team (SLT) comprising the Head of Prep, Head of Seniors, Deputies, Head of Sixth Form and the Chief Financial and Operations Officer.

Birkenhead School prides itself on being a family school. It is attractive to parents to have all their children in one school, and it is a great advantage for the school to be able to establish strong, long-lasting relationships with families. The move to co-education reinforced this and at present, 215 families have more than one child in the School and 28 have three or four children.

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 business 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 these aims. The School’s informal motto is Respect, Responsibility and Resilience, to which we have 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 in delivering outstanding academic grades and an expansive co-curricular programme which leads to a fulfilled, inspired and happy community – staff, students, parents, grandparents and alumni (Old Birkonians).

SENIORS

482 STUDENTS

AGED 11-18

284 BOYS / 198 GIRLS

PREP

288 PUPILS

AGED 5-11

155 BOYS / 133 GIRLS

PRE-PREP

23 CHILDREN

AGED 3 – 5 YEARS

16 BOYS / 7 GIRLS

THE DEPARTMENT

The Pre Prep provision operates during term time, providing Early Years education for children aged 3 years to 5 years.

Fun Club provides care for children in Pre-Prep, Reception, Year 1 and Year 2. The aim of the Fun Club is to provide a service for families who need to arrange care for their child outside of School hours. Fun Club is not an extension of the School, but time to relax, play and enjoy being with friends in a caring and stimulating environment.

The children will have space to relax and read a book, watch a film or even do their homework! There are construction games, toys and puzzles, imaginative play and art resources appropriate to the age ranges of the children. The children are also able to play outside in the school grounds with basketball nets, scooters, goal posts and lots more beside. Fun Club staff will collect the children from School and the club will remain open until 6.00pm.

THE ROLE AND RESPONSIBILITIES

To work within the Pre Prep team as a lunch time assistant and Fun Club Supervisor, providing high quality childcare to children from 3 years onwards, supporting with the child's journey of discovery, plus managing the day to day running of the Fun Club, leading and managing staff assigned.

Key Responsibilities:

- Promote an atmosphere of care and enthusiasm whilst providing the day-to-day care of children
- Ensure that children reach their full potential
- Ensure the statutory framework for the Early Years Foundation is met at all times
- Carry out all responsibilities in line with current legislation
- Implement policies and procedures for the Early Years Foundation as set out by the School
- Manage the day-to-day operation of Fun Club, planning staffing resource and activities

Key Duties:

- Supervise, plan and lead children's development
- Provide care and stimulation for the children according to the individual stages of development
- Make observations and assessments of the children under the guidance of the Room Supervisors
- Ensure all records for the children allocated are up to date and complete
- Ensure the room is safe and free from potential hazards
- Develop relationships with parents and carers so that children's development may be supported
- Plan and provide safe, appropriate, child-led and adult initiated experiences, activities and play opportunities indoors and outdoors, which enable children to develop and learn.
- Practice and promote current legal requirements, national policies and guidance on health and safety, safeguarding and promoting the wellbeing of children.

- Attend regular staff and supervisor meetings.
- Support and supervise staff.

Skills and Knowledge:

- Level 2 qualified in Early Years/Playworker or equivalent
- Working knowledge of the Statutory Framework for the Early Years Foundation Stage with the ability to implement policies
- Minimum of 2 years' experience in a childcare setting
- A sound knowledge of child development
- Experience of working with a variety of different child ages
- An understanding of effective behaviour management strategies desirable, with a confidence in promoting positive behaviour in children
- Knowledge of SEND, Code of Practice and Child Protection and Safeguarding procedures

Personal Attributes:

- Must have a genuine concern for young children's development
- The ability to make the provision fun for children
- Enthusiastic and innovative
- The ability to communicate effectively with children, parents and staff
- Have a gentle, consistent and nurturing approach
- Be enthusiastic, confident and diligent
- Be creative and practical

All staff have the responsibility to:

- Ensure all documentation produced is to a high standard and is in line with the "brand" style
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the School's Professional Development process
- Provide appropriate guidance, supervision and assistance
- Promote the area of responsibility within the school and beyond
- Represent the school at events as appropriate
- Support and promote the school ethos
- Undertake any other duties and responsibilities as required covered by the general scope of the post.
- Undertake any other reasonable duties



REMUNERATION & BENEFITS

Salary

The salary will be £20,379 based on working 36 weeks of the year.

Hours

This is a permanent position, with working hours of 31.25 hours per week (16.25 hours Pre Prep Assistant and 15 hours Fun Club Supervisor). The post holder will be required to work as necessary to carry out the duties of the role. All staff are expected to attend training days.

Holiday

You will be entitled to 35 day's holiday per year *pro rata* to be taken during non teaching weeks.

Pension

The School operates an auto-enrolment pension scheme.

Other Benefits

We will value and support your contribution to School life and in return provide you with excellent rewards;

- 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 with Life Assurance
- Wellbeing support provided through an Employee Assistance Programme
- Fee discount for own children of permanent staff
- Free use of the fully equipped on-site gym
- Generous support for your continuous professional development
- Relaxed uniform policy (smart trousers/blouse/top and appropriate footwear)

APPLICATION

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

Applications may also be sent by post to: Cheryl Wallace, Head of HR and Compliance, Birkenhead School, 58 Beresford Road, Oxton, Wirral CH43 2JD

Application forms can be downloaded from the School's website: www.birkenheadschool.co.uk

Candidates are welcome to contact the Head of Little School, Mrs Stephanie Ford, at Birkenhead School with any questions relating to the role via: sf@birkenheadschool.co.uk

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



BIRKENHEAD
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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.

The closing date for applications: 9.00am on Monday 7th September 2026

Interviews likely to take place the following week.

We reserve the right to close this vacancy and complete the recruitment process when we are in receipt of sufficient applications. Should you wish to apply for this post you are advised to complete and submit your application form as soon as possible.