EDGBASTON
HIGH SCHOOL

Prep Afterschool Care Assistant

Part-time, term-time only

15 hrs per week, 3-6pm Monday to Friday

Starting in January 2027

Permanent Contract




NO PARKING
NO EXIT
VISITOR
PARKING
ONLY
BUSES



Faithfully Boldly Successfully

Our School Values

- Aspiration
- Courage
- Creativity
- Excellence
- Inclusivity
- Perseverance
- Responsibility

Girls with Goals

Fearlessly Female

Futures without limits



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A proud legacy

Since 1875, Edgbaston High School has been proudly pioneering girls' education. As Birmingham's oldest independent girls' school, we have spent the last 150 years empowering generations of young women to learn fearlessly, grow with confidence, and shape futures without limits.

The School's governing body provides robust support and active encouragement for all aspects of the School's work and a recent ISI inspection found that leaders implement a well-planned curriculum which is matched carefully to the needs and abilities of pupils throughout the school.

The School site is very pleasantly situated next to the Botanical Gardens in the leafy suburb of Edgbaston, 1½ miles from the city centre.



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A diverse community

We nurture confident, considerate and intellectually curious young women at EHS. In a diverse, stimulating and supportive environment, we recognise every girl as an individual. We encourage each one to explore and develop her abilities – so she leaves us with the academic qualifications, personal values and social skills to succeed in a rapidly changing world.

Diversity and inclusion inspire everything we do. Our staff and pupils proudly embody the rich, vibrant tapestry of cultures that make Birmingham such a remarkable city. Together, we champion our differences and draw strength from them.

We encourage everyone to bring their whole selves to work because we value the strength that a truly diverse workforce brings to our school. We celebrate our differences and recognise the positive impact they have on our inclusive culture. This includes diversity of age, disability, gender identity and expression, religion, race, sex, sexual orientation, and socio-economic background.

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Facilities to inspire

Pupils' education from Nursery through to Sixth Form at EHS is supported by superb academic facilities in our large site, including:

- Sports facilities - pool, gym and fitness suite, dance studio, floodlit astroturf, athletics track, cricket square, outdoor courts and sports pavilion
- Outdoor learning and play areas
- Fully equipped science labs
- ICT suites, individual iPads and interactive whiteboards supported by the latest apps and technology
- Well stocked libraries that inspire a love of reading
- Art studios including graphic design, printmaking, ceramics and fine art facilities
- Fully equipped food preparation rooms
- DT and textiles studios with cutting-edge CAD/CAM devices and sewing machines
- Purpose-built Music School
- Drama studio
- The Octagon - a large, purpose-built theatre seating up to 600 people, with full AV and lighting
- School allotment








EHS

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ISI Inspection 2026



"The pupils are respectful of individual differences and kind to each other...The school community is diverse, inclusive and respectful."

"Pupils are resilient, embrace challenge and approach their education with confidence."

"Staff provide regular opportunities for pupils to consolidate their prior learning, before deepening and furthering their knowledge."

"Staff demonstrate considerable subject knowledge, which they use to plan and deliver stimulating lessons."

"The school promotes pupils' wellbeing, including their physical and mental health, carefully and effectively."

"Leaders and staff work together closely to promote and maintain a robust safeguarding culture."

"Staff respond quickly and compassionately to any concerns raised by pupils so that their emotional wellbeing is supported effectively."

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Staff benefits

Financial

- Competitive salary
- Access to a staff pension scheme with highly attractive employer contribution rates and associated benefits
- Generous fee remission

Health and Wellbeing

- Annual flu jabs
- Onsite counsellors
- Use of gym & pool
- BHSF employee support package with confidential helplines, vouchers & discounts and a useful app

Development

- Forward-thinking, vibrant and friendly teaching and support staff who work together, sharing resources and ideas
- Well-resourced departments
- Regular CPD opportunities

Extras

- Free access to the Botanical Gardens for yourself and your family
- Free refreshments and lunches provided by our excellent catering team
- Free onsite parking
- "Scone Friday!"

Every member of our staff plays a crucial role in upholding our high standards, and we welcome colleagues who share our values and our commitment to helping every girl thrive.
In return, all our staff can enjoy the benefits of being part of our community.



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The Prep School

Curriculum subjects are, of course, essential, but we believe that studying them means doing things we enjoy. This is a major reason why children find it so easy to settle in and become part of our EHS family. Our Prep School is a happy, lively community, where we bring out the best in all pupils, both academically and personally.

With every new experience at EHS, each pupil learns more about herself and the world around her, gaining the confidence to try more, discover more, and use her own initiative. From the very earliest days, our girls embrace their learning with enthusiasm. In Nursery, Kindergarten & Reception, young girls are given every encouragement to develop their character, confidence and individual strengths. Nursery, Kindergarten and Reception girls follow the Early Years Foundation Stage (EYFS) guidelines with many girls working well beyond national levels. A good balance is created between learning through play and subject focused work. The curriculum is enhanced with the introduction of the Balanceability programme, weekly swimming and French lessons in Reception. Our outdoor classroom also offers the opportunity to take learning outside.

From Year One, all our pupils study the core and foundation subjects of the National Curriculum to standards above national levels. The curriculum is designed to develop individuals, with a well balanced programme of school visits and workshops. We prepare girls for success both in and beyond school, with a curiosity-driven culture that ensures our girls reach their full academic potential, and have the facilities to support this.

The Prep School has specialist subject rooms including a fully equipped Computer suite with a green screen and programmable robots, a well –resourced Science Laboratory, Art Studio, Language Room, Prep Hall and fully stocked Library which is used regularly by classes. All Prep pupils have an iPad which allows us to deliver a blended-learning approach.

Music is taught by specialist teachers in the Music School and the girls are given numerous opportunities to perform to their peers and parents. This includes the Carol Service, class assemblies, Tea Time Concerts for Years Three to Six, Whole School Concerts, Summer Concert and the Year Six Production. There are also some opportunities to collaborate in projects with the Senior School.

Our Teaching Assistants are an integral part of our Teaching Staff, working closely with staff, pupils and parents to ensure the girls are happy, supported and safe. Our nurturing, all-girls environment allows our pupils to feel brave enough to stretch and challenge themselves in preparation for the next steps beyond the Prep School. The development of leadership skills is actively encouraged during their time with us and girls have the opportunity to take on positions of responsibility at an early age.



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Job Description



Purpose of Job:

- To assist the Aftercare Supervisor in creating a welcoming, safe, happy, caring environment.
- To be aware of the children's emotional and physical needs.
- To administer basic first aid.
- To alert the Deputy Head of Prep, discreetly, to any problem a child may have, so that it can be dealt with appropriately.

General Responsibilities

- To promote and safeguard the welfare of students you come into contact with.
- To be aware of and comply with all school policies and procedures.
- To be aware of and comply with all Health and Safety protocols and procedures.
- To be aware of, support and ensure equal opportunities for all, understanding the requirements of Equality and Diversity.
- To participate in training and other learning activities and performance development as required.
- To lead by example in promoting the school's ethos and pushing forward its core aims.



Specific responsibilities

- Ensure that the children are ready for and attend the relevant after school activities.
- Maintain the Aftercare register and records of clubs attended by the children.
- Work with other staff to provide a happy, secure, safe and stimulating environment.
- Support the children with personal, social and emotional needs.
- Fully adhere to the requirements of the Aftercare Risk Assessment.
- Plan and prepare activities for the children where required, both indoors and outdoors.
- Actively supervise children ensuring that they are kept safe.
- Ensure that the children's dietary and medical requirements are met.
- Assist the Aftercare Supervisor with any safeguarding concerns and ensure that all safeguarding concerns are reported to a Designated Safeguarding Lead.
- Ensure that concerns about a child's health are referred to a first aider and the Aftercare Supervisor, and that information about any illnesses, welfare matters or injuries sustained by a child are communicated to parents.

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Person Specification

Qualifications/Professional Development

- Minimum Level 2 Teaching Assistant qualification
- Paediatric First Aid qualification or willingness to undertake training

Knowledge

- Sound understanding of physical and emotional development of young people
- Sound understanding of safeguarding principles
- Awareness of child development stages from ages 3–11

Experience and skills

- Experience of working with and caring for children in EYFS and/or KS1/2, with an understanding of how to meet each child's needs is essential
- Experience of leading and participating in activities with children in EYFS and/or KS1/2
- Effective communication and listening skills

Personal attributes

- Patient, calm and caring approach
- Build and maintain positive relationships through effective interpersonal skills
- Responsible attitude to use of authority and maintaining discipline
- Excellent role model for staff and students
- Sensitivity to others and the ability to work cooperatively
- Ability to understand and demonstrate a commitment to equality and diversity
- Excellent communication skills to inspire, challenge, motivate and empower students
- Commitment to co-curricular activities and supporting students beyond the classroom
- Think creatively to anticipate and solve problems
- Work under pressure, maintaining a sense of perspective and humour
- Ability to manage own time effectively, whether working independently or as part of a team
- Naturally demonstrate a 'can do' helpful attitude
- Reliability, integrity, resilience and tenacity
- Commitment, honesty and dedication
- Wholehearted commitment to the School's vision and the life of a vibrant school community



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How to apply

We are seeking a kind, supportive and enthusiastic Aftercare Assistant with a good sense of humour, to care for the pupils in our EYFS and Prep School who attend wraparound care after school. The successful candidate will be qualified to at least Level Two.

This position is a permanent contract, starting in January 2027. Hours of work are 3pm – 6pm Monday to Friday during term time. Extra paid hours will be available from time to time, to support our holiday clubs.

At interview, applicants must provide original documents to confirm their identity and right to work in the UK. They must also bring proof of qualifications relevant for the post. The documentation required by applicants is listed in the Recruitment Policy which is available on the school website and from the School.

The post is subject to a satisfactory enhanced DBS check (including a Barred List check), a satisfactory online check, a satisfactory medical fitness declaration and satisfactory references. Confidential references will be sought prior to interview.

Edgbaston High School is an equal opportunity employer.



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How to apply

Apply on MyNewTerm

For more information about the School, please visit our website.

The closing date for applications is noon on Friday 27th November 2026.

Interviews will take place at Edgbaston High School for Girls during the week commencing on Monday 30th November. Successful candidates will be invited to a formal interview and there will also be an opportunity to tour the Prep School on the day.

All members of staff are required to promote and safeguard the welfare of children they are responsible for, or come into contact with, and to adhere to, and ensure compliance with, the School's child protection procedures and staff guidance at all times.

Please note that we are unable to offer visa sponsorship for this position. Applicants must already have the right to work in the UK.

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For all recruitment enquiries, please contact:

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0121 454 5831