



**IPSWICH PREP SCHOOL**  
**Late Stay (After School Care) Assistant**  
**Part-time, permanent, term-time only**  
**Required from 1st September 2026**

We are seeking to appoint a kind and caring person, who is enthusiastic and passionate about working with children, to join the marvellous after-school team operating our Late Stay session which currently runs from 3:15 - 6:00pm each day.

Our dedicated wrap-around care provides a stimulating environment in which children complete their homework, can be creative, relax and have fun! Late Stay is a vital provision for our working parents.

You will be working with children aged 4 – 11 years, so previous experience of providing care and activities within a childcare, play or educational environment would be an advantage.

### **THE PREP SCHOOL**

Ipswich Prep School, for pupils aged 4 – 11, is the primary aged stage of Ipswich School and close links are enjoyed with the Senior School. There are generally two classes per year group, Reception to Year 6 and a day care nursery (The Lodge) which caters for some 100 children aged 3 months to the time the children join Reception.

The Prep School operates as one unit, from Reception to Year 6 with lessons on Mondays to Fridays. Whilst there are organisational differences between the ways in which school life is structured for infant and junior pupils, there is no formal separation of the school into two sections.

Most pupils proceed to the Senior School at 11+ having been offered a place at the end of Year 5. Many pupils win scholarships to the Senior School, including academic, art, music, and sports awards.



Pupils follow a broad and balanced curriculum. Academic achievement is high and the School has particular strengths in art, music, drama and sport. All classes, with the exception of Years 5 and 6 are generally taught by their Form Teacher, although some subjects, such as Languages, Art, Computing, Games, Music and Science/Engineering are taught by teachers specially appointed to teach that subject throughout the school. The School has a Learning Enhancement team, a Play Therapist and a good number of teaching assistants.

## Facilities

The 'Lower Prep' building for Reception to Year 2 (Key Stage 1 and including Pre School which is part of the Lodge Day Nursery) was opened in 1996, and in 2006, the 'Upper Prep' of the Prep (Years 3 – 6/Key Stage 2) moved into purpose-built accommodation on the same site. The Prep School shares some facilities with Ipswich School, primarily the dining hall for Years 4 to 6, School Chapel, playing fields, swimming pool, pavilion, sports halls, but also floodlit all-weather pitches at our sports grounds and woodland area.

The Prep has its own multi-purpose halls, science laboratory, art/technology room, libraries, adventure and hard play areas, ICT suite and music rooms including practice rooms and dedicated after school facilities.

## Curriculum

The School broadly follows the National Curriculum but we do not participate in SATs. The pace of learning is fast and enables pupils to look well beyond the confines of the National Curriculum. Children learn Languages from the age of 4 and embrace a breadth of study in all subjects. Children's passion, interests and skills are developed through an extensive activities and co-curricular programme, which is continually evolving.

Scholarships to Ipswich School and to other selective schools are regularly won. Under the guidance of the Deputy Head, there is good liaison between Prep School subject leaders and Senior School heads of department.

Sport is a strength. Pupils follow a varied programme of activities, which include rugby, hockey, cricket, netball, swimming, gymnastics, football, athletics, and dance. Regular fixtures are held against neighbouring schools and excellence is fostered, whilst always adhering to a policy of 'sport for all' and a high emphasis on getting the skills right at this early stage.

Music is also a particular strength of the school; all pupils being taught to play a string instrument in Year 3, where a choice of cello, viola, violin and double bass are offered and instruments loaned by the School. Notation is taught through Stave House from Reception. There are musical opportunities abound, whether through choirs, orchestras, jazz groups, concert bands or chamber groups.



Art and Drama afford children opportunities to explore their creative side and drama takes place in the curriculum every week; the Year 6 play being its pinnacle. Children have a myriad of opportunities in art, including taking part in external competitions and we are often very successful in these.

Ipswich Prep School has a strong 'outdoor curriculum' where we take advantage of using the world around us to learn. This includes lessons beyond the classroom; our woodland area at Westwood boarding house, the school field and Christchurch part are used regularly. We also have an established

Bushcraft programme and successful residential visits are part of the curriculum.

The children use our chosen Learning Dispositions to develop metacognition; an understanding of how they learn in all aspects of school life.

## **ACCOUNTABLE TO**

The Late Stay (After School Care) Assistant is ultimately responsible to the Prep School Head, but on a day to day basis will liaise closely with the Assistant Head.

## **RELATIONSHIPS**

You will work in conjunction with the other Late Stay Assistants, the Lower/Upper Prep Office team, Prep Caretaker and parents to ensure that the Late Stay facility runs smoothly each day. Some liaison with other Prep staff is also required from time to time.

## **PERSON SPECIFICATION**

An NVQ Level 2 qualification, or higher, related to childcare and/or play or equivalent is preferred. If not currently held, you must be willing to gain this qualification as it is a requirement for staff supervising young children. A paediatric first aid qualification is also desirable, or the willingness to gain this qualification. Previous experience of providing care and activities within a childcare, play or educational environment is desirable.

## **Hours of Work, Salary and Benefits**

- This is a part-time, permanent post, during Ipswich School term time (subject to satisfactory completion of a 6-month probationary period).
- Hours of work: 3.45 - 6:15pm Mondays to Fridays. It may be necessary to stay later, until after 6:15pm (extra hours are then claimable). This is a total of 2.5 hours per day, 12.5hours per week during Ipswich School term time (35 weeks per annum).
- Support staff are expected to attend INSET days to complete statutory training (such as first aid, fire safety and safeguarding) as required. These days are classified as term time days.
- The salary for this post is currently £6440.27 per annum, which includes paid holiday in accordance with the Working Time Regulations.
- Salaries are paid monthly in arrears by BACS on the last working day of each month and are reviewed annually in April, when the National Living Wage is reviewed.
- Staff are able to use the School's swimming pool and fitness gym (in compliance with appropriate rules and regulations).
- After 3 months' service and/or in line with workplace pension legislation, you will be entitled to join a defined contribution pension scheme with 10% employer contributions.
- Support staff are entitled to generous fee remission once they have completed 3 years' service.

## Job Description

In addition to the general requirements of a member of Ipswich School staff, the responsibilities for this post include the following:

**Role:** To be responsible to the Head of Ipswich Prep School to maintain the welfare of all pupils by upholding the school ethos and policies and maintaining good relations with children, parents and colleagues. The Late Stay Assistants are line-managed by the Assistant Head.

### Qualifications and specification

- NVQ Level 2 or 3 or equivalent, or be prepared to gain one
- Paediatric First Aid Qualification, or be prepared to gain one
- Have an understanding of child development and the role of play and other activities
- Have an understanding of the relevance of childcare legislation
- Have an understanding of the principles of staff supervision
- Have an understanding of health and safety and welfare issues within a childcare environment.

### Duties

- To contribute positively to providing safe, creative and stimulating play activities to meet the needs of children aged between 4 and 11 years of age.
- To assist in the planning, organisation, provision and evaluation of play sessions as part of a team.
- To deliver an appropriate programme, including craft, music, storytelling, games and play.
- To set up and clear away activities and store appropriately.
- To supervise children's tea
- To prepare snacks for the children as agreed with the Assistant Head.
- To accompany and supervise the children out to play.
- To monitor and assist the children with their homework as appropriate.
- To help hear children read and help them learn their times tables.
- To endeavour to meet the individual needs of all the children attending Late Stay and to help provide a warm and caring environment.
- To take responsibility for groups of children in activities as an individual, or supported by other team members.
- To establish good working relationships with parents using Late Stay and to provide opportunities for feedback.
- To be conscious of safety at all times, and to follow the School's Health, Safety and Welfare policy.
- To administer first aid as appropriate and to keep records of any accident or incident.
- To supervise the administration of medication after written parental consent has been given through the school office.
- To carry out all responsibilities and activities within an equal opportunities framework and to promote equal opportunities within all aspects of the work.
- To work within all agreed policies and procedures, for example; Safeguarding, First Aid & Health & Safety.
- To work supportively with the Prep Senior Management Team.
- To apply professional standards of childcare at all times with due regard for the children's safety and needs, both physical and emotional.
- To monitor the behaviour of children at Late Stay and make provision to communicate incidents to

the Deputy Head.

- To ensure children are collected by the appropriate person at the end of the session and stay on if necessary if parent/childminder is late.
- To escort children onto the 'Late Bus' on Ivry Street at 6pm each night.



#### **Administration:**

- Keep a register of attendants, fees and medication/first aid.
- To carry out daily administration and record keeping, ensuring that children's records and files are processed and maintained.

This list is not exhaustive and duties may be changed or added to as determined from time to time.

### **Member of Ipswich Preparatory School Staff**

**Role:** To be responsible to the Head of Ipswich Prep School to maintain the welfare and pastoral care of all pupils within the school, by supporting the school's ethos, to provide high standards of supervision, behaviour and the right conditions for effective learning.

#### **General:**

- To support the School and its aims by example and commitment.
- To observe professional standards, as outlined in the School Handbook, or as directed by the Head.
- To be supportive of colleagues and of decisions taken by the School, by showing discretion and confidentiality when dealing with pupils, parents (current, or prospective) and colleagues.
- To attend staff meetings (and other meetings), and training sessions appropriate to your role within the School.
- To be punctual.
- To set high expectations of conduct, appearance and diligence and to monitor standards in these matters.
- To maintain standards of manners and general behaviour amongst children in the classroom, in the playground, in the dining room and on trips and special occasions in and around the School.

#### **Pastoral:**

- To identify and respond to individual pupil needs.
- To inform Form Teachers, the Deputy Head and the Head about issues with individual pupils.
- To carry out duties as may be reasonably required by the Head.
- To be consistent and fair in all dealings with pupils in accordance with the Prep School's Behaviour policy.
- To keep Form Teachers and, as required, the Deputy Head, or Head informed of all rewards and sanctions which have been initiated in accordance with school policies.

## **Closing Date and Interview Arrangements**

**Completed application forms should be returned to Mrs Amy Barber**, Assistant Head, Ipswich Prep School, 3 Ivory Street, Ipswich, IPI 3QW or email [hr@ipswich.school](mailto:hr@ipswich.school) **by Friday 10th July 2026. Interviews are likely to be held on Tuesday 21st July 2026.** Please notify us in your application if you are unable to attend this interview date so we can make arrangements should you be shortlisted for an interview.

Please advise us of any special requirements you may have if you are called for an interview. If your special requirements mean that you need to submit this application in a different format please contact us.

If we have not been in touch with you by Friday 24th July 2026 then we regret that your application will have been unsuccessful, but we would like to thank you for your interest.

## **PLEASE NOTE**

Ipswich School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Employees must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service and to sign a declaration that to the best of your knowledge, there are no persons over the age of 18 who live with you who would be disqualified from working with children. Having a criminal record will not necessarily be a bar to obtaining the position. The Ipswich School Policy on the recruitment of ex-offenders and the Code of Practice relating to the Disclosure and Barring Service are available on request.

Ipswich School's employees are responsible for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with. The post holder must adhere to and ensure compliance with the School's Safeguarding Children Policy at all times. If, in the course of carrying out his/her duties the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School she/he must report any concerns to the School's Designated Safeguarding Lead (the Prep Head for Prep pupils, the Deputy Head Pastoral for Senior School pupils and the Nursery Manager for The Lodge Day Nursery).

All Ipswich School employees are expected to attend training in safeguarding children as directed. Employees are advised that in the interests of the health and safety of all its pupils and employees, Ipswich School operates a No Smoking Policy. Strict observance of this Policy is a condition of employment at the School as is compliance with the statutory restriction on smoking in public places.

June 2026