

AFTER SCHOOL CARE MANAGER (PRE-PREP)

REQUIRED FOR JANUARY 2026

CANDIDATE PACK



James Allen's Junior School

JAMES ALLEN'S GIRLS' SCHOOL

With its distinctive heritage as the oldest independent girls' school in London, James Allen's Girls' School, JAGS, provides a forward-thinking and contemporary education for over 1,100 girls aged 4 to 18.

Located in the London borough of Southwark, JAGS has a diverse school community and is committed to inclusive recruitment and inclusion in the workplace. This post presents the opportunity to work in a community without barriers to full participation. JAGS recognises that celebrating the full diversity of staff and students has a positive impact on all and invites applications from candidates from a broad range of backgrounds.

Awarded the title of London Independent School of the Year 2024 by the Sunday Times, the school has entered an exciting new phase in its development. Your input will help to bring a bold educational vision to life for all students and colleagues as we work together to develop this already exceptional school in its next chapter.



James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE

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MESSAGE FROM THE HEAD

I am delighted that you are interested in joining the JAGS community. At JAGS, it is our belief that all girls should be given the opportunity to grow and flourish in an environment where there is no limit to their ambitions.

At JAGS you will find a happy, diverse and dynamic community, rooted in academic excellence and yet fully committed to the breadth of a holistic education both in and out of the classroom. Compassion and commitment are central to our ethos, in this environment that values individuality and inclusivity.

Our school aims, both in and out of the classroom, are clear:

- To celebrate our diverse and inclusive community
- To champion social awareness and sustainability
- To empower courage, creativity and compassion in each student
- To inspire aspirational and authentic lifelong learners and leaders
- To nurture respectful, resilient and kind individuals

At the heart of all we do lies a passion for life and learning. I hope that this matches your educational vision, and look forward to welcoming you soon.

MS VICTORIA GOODSON, MA (DURHAM) QTS



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WORKING AT JAGS

Working at JAGS is about more than just working. JAGS is a community and a family that nurtures a warm and supportive environment for both the students and staff who come to learn and work here. From your first day at JAGS you will have access to some of the best educational facilities in the country and will be encouraged to take part in the many shared activities here.

JAGS works hard to attract the best staff from both the independent and maintained sectors and the benefit package is both generous and competitive. Candidates are welcome to visit JAGS prior to application should they wish to gain a greater sense of the school community.



We offer:

- The opportunity to join our outstanding school where public examination results consistently place JAGS amongst the leading schools in the UK
- A community of considerate, creative and compassionate students and staff
- A highly diverse and inclusive school community, committed to our bursary provision
- An inspiring and enthusiastic team of colleagues across the teaching and support staff
- Excellent facilities, including the latest resources to support learning
- A diverse benefits package including:
 - Competitive salary
 - Pension scheme with 10% employer contributions
 - Enhanced sickness, maternity and paternity pay
 - Free onsite parking
 - Free gym membership with discounted family rates
 - Employee Assistance Programme
 - Free lunches, teas and coffee all year round
 - Free access to the Dulwich Picture Gallery
 - School fee discount
 - Cycle to work scheme
 - Interest-free computer loans
 - Interest-free transport season ticket loans

AFTER SCHOOL CARE MANAGER (PRE-PREP)

JOB DESCRIPTION

JOB TITLE

: After School Care Manager (Pre-Prep)

TERMS & CONDITIONS

: Part time, 30 hours per week
Term time only
12pm to 6pm (with 30 minutes unpaid lunch break)

SALARY

: Full Time Equivalent Salary - £29,100 - £33,000

Actual Salary - £19,229 - £22,004 for working 30 hours per week for 35 weeks per year

RESPONSIBLE TO:

: Deputy Head (Academic & Innovation)

Overview

The postholder will be responsible for the welfare, care and safety of the pupils in After-School Care (3pm – 6pm) and to manage the preparation, organisation and supervision of a range of interesting, stimulating and age-appropriate activities including sports, art and craft, and games for children aged 4-7 years. They will also support the wider teaching staff between midday and 3pm.

The ideal candidate will enjoy working with children, will have previous experience of working with young children and will hold a minimum of a Level 3 qualification in Early Years/Childcare.

Main Responsibilities

- Oversee management of the After School Care provision at JAGS Pre-Prep.
- Prepare, organise and supervise a range of interesting, stimulating and age-appropriate activities including arts and crafts and games for children aged 4 – 7 years.
- Ensure the health and safety of pupils through checking that equipment, activities and the site are acceptable to use.
- Oversee the work of the After School Care Supervisor to ensure they have clear guidance in the expectations of their role.
- Ensure that the arrival and departure of children is properly recorded and monitored.
- Ensure that the EYFS statutory regulations are adhered to at all times
- Liaise with parents, carers and other visitors, making them feel welcome visiting the site and ensuring they receive appropriate information and advice.
- Supervise the provision of a healthy snack for the children in the session
- Make sure areas are left clean and tidy at the end of the session
- Foster interest in and enthusiasm for learning amongst the pupils
- Actively engage with the pupils during the sessions
- Take responsibility for the Safeguarding of all pupils in the sessions
- To carry out and regularly update risk assessments for After School Care
- Keep registers and submit to the finance department as required
- Supervise pupils eating lunch and outside in the playground at lunch and other times
- Prepare classroom resources
- Work with small groups of pupils in class as directed for all year groups

- Administer First Aid as required (training to be provided)
- Act as a Fire Marshall as required (training to be provided)
- Undertake any other reasonable requests that are commensurate with the role
- To participate in other such duties as may be reasonably required.

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PERSON SPECIFICATION

Operational Excellence

- Minimum of Level 3 qualification in Early Years or equivalent
- Previous experience of working with young children in a childcare or school environment
- The ability to interact sensitively with other workers and children, and promote a positive working environment
- The ability to ensure a safe environment which is centred around the needs of the children
- Skills in guiding children in their play
- Ability to work on their own initiative
- A talent for motivating and enthusing young learners to achieve their best
- Knowledge and understanding of effective teaching and learning styles and of monitoring assessment, recording and reporting of pupils' progress
- Articulate in all forms of communication; fluent and accurate written and spoken English
- Excellent digital literacy

Personal Behaviours

- Kindness and open-mindedness
- Intellectual curiosity, enthusiasm and a personal ethos of lifelong learning
- Resilience and optimism; someone who is willing to go the extra mile in the busy life of the school
- Team-working abilities and a keenness to enable all colleagues to contribute ideas and be part of positive change

Ethos and Whole School Values

- The enthusiasm to assist in a strong co-curricular programme
- An individual with a genuine commitment to the wellbeing of the staff and students in their care
- Committed to operating as part of the School community
- Committed to equality, diversity, inclusion and anti-racism in the School community
- Committed to sustainability within the School community

Safeguarding and Pastoral

- Committed to safeguarding and promoting the welfare of children and young people
- A satisfactory Enhanced Disclosure from the Disclosure and Barring Service

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HOW TO APPLY

Please visit our website www.jags.org.uk/day-to-day/vacancies/ to download an Application Form.

Please note that CVs and letters sent without a completed application form will not be accepted.

All candidates must read our [recruitment policy and safeguarding \(child protection\) policy](#) before applying for any position within the School.

For further information please contact recruitment@jags.org.uk or call the recruitment team on 020 8693 1181.

Closing Date: Midday on Friday 14 November 2025

Interview Date: Week commencing 24 November 2025

We welcome applications from all parts of the community. We know that our school is strengthened when staff and students feel a true sense of belonging.

To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.

If you would like to request alternative application formats, please do get in touch with Recruitment at recruitment@jags.org.uk or 020 8693 1181.

Elizabeth Channon; Head of Pre-Prep via Anne Long; PA to the Head of Pre-Prep, (anne.long@jags.org.uk) will be happy to answer any questions you may have regarding the role.

If you would like to visit the school prior to applying, please contact the Recruitment Team via (recruitment@jags.org.uk) who will be able to arrange this.

Interviews may be held at any stage after applications are received. Interested candidates are advised to apply as soon as possible. We reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.

JAGS is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers, the Disclosure and Barring Service, and overseas police and regulatory authorities where relevant.

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Ages 4-18

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