



THE WALLACE HIGH SCHOOL PREPARATORY DEPARTMENT

GENERAL/SUPERVISORY ASSISTANT (temporary until 30th June)

HOURS:

17.5 hours per week, Monday to Friday (term time), 10.15am – 2.15pm

RATES OF PAY:

Job Evaluated General Assistant Rates: NJC SCP5-8 (£25,583 - £26,824) pro rata.

JOB DESCRIPTION

The Wallace High School Preparatory Department requires a General/Supervisory Assistant who will supervise Prep and Pre-Prep break and lunches to cover Prep 7 pupils and Pre-Prep (ages range from 2 years 10 months to age 4) during staff break and lunch rotation, Monday – Friday during term time, ensuring appropriate adult-child ratios at all times. They will also provide general assistance within the Prep during their working hours.

Responsibilities and Duties

- To work as part of the team, creating a warm and welcoming atmosphere for all;
- To care for and supervise the children;
- Be aware of, and adhere to, all policies and procedures within the Prep and Pre-Prep setting;
- Contribute to maintaining a clean, safe environment for the children;
- Bring any issues relating to the care of the children to the attention of staff;
- Ensure confidentiality is maintained at all times;
- Maintain high professional standards at all times.

RECRUITMENT CRITERIA

For shortlisting purposes you should be able to demonstrate on your application how you meet the following criteria:

Essential Criteria

- Experience of supervising or working with children of a pre-school and/or primary age;
- A record of reliability and punctuality.

Desirable Criteria

- A relevant Childcare Qualification (Level 2 or above);
- Experience in a nursery, pre-school or primary school setting.

Please note that the Board of Governors reserves the right to enhance shortlisting criteria to facilitate shortlisting.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of appointment. This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after due consideration.

APPLICATIONS

It is preferred that application forms are emailed in Word format to recruit@wallacehigh.net. An acknowledgement will be sent by return of email. Applicants should ensure that they indicate clearly on their application form how they meet the criteria.

The deadline for the receipt of applications is Friday, 16 October 2026 at 12 midday. It is planned that interviews will take place on Friday, 23 October 2026.

In order to comply with DE guidelines on Child Protection shortlisted applicants should bring an original birth certificate and/or marriage certificate (if appropriate) plus photographic ID to their interview.

An additional vetting procedure will be required through the South Eastern Health and Social Care Trust, including the completion of a medical form.

Appointment to this post will be subject to the receipt of satisfactory references, an Enhanced Access NI check and all other pre-employment vetting requirements.

NB: It is an offence for an individual who is on either of the Department's Lists (UP List and/or List 99), or who is the subject of a disqualification order from the courts, to apply for, or offer to do any work, paid or unpaid, in a regulated position.