STAFFORD GRAMMAR SCHOOL



Early Years Educator

Part Time (0.6), Fixed Term (Two Terms)

APPLICATION PACK

FROM THE HEAD OF PREP

Thank you for your interest in Stafford Grammar School. I am delighted you are considering our school and I hope that you will want to apply for this post once you have found out a little more about us.

I encourage you to spend time looking at our website, www.staffordgrammar.co.uk, as this will give you an insight into the life of Stafford Grammar School and a taste of the atmosphere.

Stafford Grammar School offers a traditional, independent grammar school education in a happy and supportive community but we are also a forward-looking and dynamic school. I am always looking for high calibre professionals, who love teaching, to join our excellent teaching staff and work with our wonderful pupils. You may be such a person.

I do hope you will apply. I recognise that much time and thought goes into preparing an application and we, in turn, will give your application serious consideration.

C.Martin

Cheryl Martin

Head of Prep.

STAFFORD GRAMMAR SCHOOL



Stafford Grammar School was founded in 1982 with 17 pupils, the founding Headmaster and three part-time staff. The School has expanded rapidly to its current size of over 300 pupils and 41 teachers with a thriving Sixth Form. We also have our own Prep. School with approximately 80 pupils. From the beginning the vision was of a co-educational day school with small classes and high academic standards, where children would be safe and happy in a stimulating environment. The curriculum is based on, but not tied to, the National Curriculum. There is a very wide range of options at both GCSE and A level. The usual maximum class size is 20.

The School is a non-denominational Christian foundation whose moral and ethical guidelines are underpinned by those teachings. Its declared aim is to provide the encouragement and support necessary to enable every individual to fulfil his or her potential, in the belief that everyone can be successful in some sphere of educational activity, given the appropriate conditions.

Stafford Grammar School is housed in a fine Victorian manor house, designed by Augustus Pugin, standing in 48 acres of grounds with sports pitches, tennis courts and extensive additional specialist accommodation. We have a large Science and Sixth Form Centre and a further 16 acres of sports land has been developed to enable further development of team sports facilities.

The School has built a formidable academic reputation and is now an established centre of excellence at all levels including admission to top universities. DfE league tables regularly place Stafford Grammar School first in Staffordshire and within the top 5% of schools in the UK.

A wide range of extra-curricular activities operate throughout the school. All major sports are catered for and the School has had many successes at county, midlands and national levels. Drama and music are also vibrant components of the life of the School with regular public performances both at school and in the local community. Individual peripatetic music and LAMDA drama lessons are available for individual pupils.



In its history, the school has never lost sight of its original ideal as a caring community for individuals, for service and for consideration for others.

THE PREP. SCHOOL

Stafford Prep School opened, in purpose-built accommodation, with Years 5 & 6 in September 2007, Year 4 in September 2008 and Year 3 in September 2009. Classes in Years 1 & 2 were introduced in September 2012 and a Reception Class opened in September 2014.

Stafford Prep. is a vibrant school where children are enthusiastic and motivated to achieve endless possibilities. The children are at the heart of every decision we make and our aim is to ensure that they are happy and confident. The opportunities that are provided for them are relevant to their needs now and in the future. We want children to thrive in our school environment: they need to be healthy, happy and safe. Stafford Prep. provides a broad, balanced and stimulating education which offers pupils the opportunity to succeed in a wide range of subjects. Until the end of Year 3 pupils are taught most academic subjects by their own form teacher. In Years 4, 5 and 6 children are taught by specialists, including teachers from Stafford Grammar School. We have a comprehensive programme of Physical Education which embraces a wide range of activities for both boys and girls. The emphasis is on enjoyment, team spirit and the benefits of being physically fit. Curriculum music lessons cover the three main areas of study: listening, composing and performing, which is enriched by trips, concerts and musical productions. A weekly newsletter keeps parents up-to-date with school life and events. Teachers provide regular reports on how children are progressing and we are available to discuss any concerns with parents when necessary. There is an active Parent Teacher Association which organises a number of events throughout the year to raise money to benefit the children.

Further information can be found on our website at www.staffordgrammar.co.uk

THE POSITION

We are seeking a passionate, dedicated and enthusiastic Early Years Educator to join our friendly and supportive team. This is a part-time position (mornings and one full day) with our pre school class. The position is temporary in the first instance with a fixed two term contract starting January 2027.

Our overriding aim will be to ensure that our youngest children thoroughly enjoy their school days spent in large, bright and well equipped classrooms. An even mix of girls and boys will be encouraged to learn and play together co-operatively in small class groups.

Stafford Grammar School is a thriving selective school with small classes and high academic standards.

Job Description and Person Specification
Job Title: Early Years Educator – Pre-School
Reports to: Reception Teacher / Head of Prep
Hours: Part Time in the first instance - mornings (8.30am - 12.30pm) with a full day on a Wednesday (until 4.30pm) (Hours may increase with pupil numbers)
Salary: Competitive hourly rate.

Job Purpose
To provide a safe, caring, and stimulating environment where children aged 3 years can develop socially, emotionally, physically, and educationally at their own pace. The Early Years Educator will work as part of a small team to deliver high-quality early years education and care in line with the Early Years Foundation Stage (EYFS) framework.

You must be able to:
Demonstrate your suitability to work in an environment with children and young people.
Willingness to undergo full pre-employment vetting checks in accordance with statutory safeguarding guidance.
Ability to maintain professional boundaries and adhere to the school's Safeguarding & Child Protection Policy.

Key Responsibilities

1. Planning and Teaching

Support the implementation of the Early Years Foundation Stage (EYFS) curriculum.

Plan and deliver age-appropriate activities that encourage learning and development.

Observe, monitor, and assess each child's progress, maintaining accurate records.

Tailor learning experiences to meet individual needs, interests, and stages of development.

Fostering a partnership between home and school, discussing learning progress and academic achievements with parents and carers during parents' evening.

2. Childcare and Well-being

Ensure the safety and well-being of all children at all times.

Provide personal care including feeding, toileting, and hygiene as needed.

Promote positive behavior and support children's emotional development.

Foster strong, nurturing relationships with children.

3. Teamwork and Communication

Work collaboratively with other educators and professionals.

Maintain clear, open, and professional communication with colleagues and parents.

Participate in regular staff meetings and training sessions.

Contribute ideas and feedback to continuously improve the provision.

4. Environment and Resources

Help set up and maintain a stimulating, clean, and welcoming environment.

Ensure that toys, equipment, and materials are safe, well-maintained, and age-appropriate.

Follow all health, safety, and safeguarding procedures.

Person Specification Essential:

A minimum Level 2 or Level 3 qualification in Early Years Education or equivalent.

Understanding of child development and the Early Years Foundation Stage (EYFS).

Experience working with children aged 3–5 years in a pre-school or nursery setting.

Excellent communication and interpersonal skills.

A genuine passion for working with young children.

Ability to work effectively as part of a team.

Desirable:

Paediatric First Aid certificate.

Up to date Safeguarding training.

SEN experience or training.

Knowledge of child protection procedures.



HOW TO APPLY

If you wish to apply for this position you will need to complete an application form.

Please complete the application form in full.

Application Forms can be found on the school website or by contacting the school:
Tel: 01785 249752

Email: headsec@staffordgrammar.co.uk

Completing your application form

- Please complete your form electronically.
- Please do not submit a CV. We need information about all our applicants in a consistent format.
- Please ensure that one referee is your current employer.
- Please complete all sections and do not leave any blanks.

Submission of applications

Applications received after the closing date may not be considered. All applications will be acknowledged and you will be contacted as soon as possible if you have been shortlisted for an interview.

Closing Date: Friday 4th December 2026, 9.00am.

Successful applicants will be informed by 5.00pm on Friday 4th December 2026 at the latest.

Interview Date: Tuesday 8th December 2026

Safeguarding and Employment Vetting Information

Stafford Grammar school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be able to maintain professional boundaries and adhere to the school's Safeguarding & Child Protection Policy.

Application Process: Applications must be made using the school's official Application Form. In line with KCSIE guidelines, CVs will not be accepted.

Criminal Record Checks: This position is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Self-Declaration: Shortlisted candidates will be required to complete a Criminal Record Self-Declaration Form prior to interview to disclose any spent or unspent convictions, cautions, reprimands, or warnings that are not protected under Ministry of Justice filtering rules.

Online Searches: In accordance with Keeping Children Safe in Education, online checks of publicly available information (including social media profiles) may be carried out for shortlisted candidates as part of our due diligence process.

Pre-Employment Checks: Any offer of employment will be conditional upon satisfactory completion of statutory checks, including an Enhanced Disclosure and Barring Service (DBS) check including children's barred list check, prohibition from teaching and childcare disqualification check, proof of identity, right to work in the UK, medical fitness, and two satisfactory professional references (one of which must be from your current or most recent employer).

Safeguarding Demonstrate your suitability to work in an environment with children and young people.

Willingness to undergo full pre-employment vetting checks in accordance with statutory safeguarding guidance.

Ability to maintain professional boundaries and adhere to the school's Safeguarding & Child Protection Policy

The School's Safeguarding & Child Protection Policy and the Recruitment, Selection and Disclosure Policy (including the policy on the employment of ex-offenders) can be found on the school website at:

https://www.staffordgrammar.co.uk/parent-portal/policies/