



THE  
GRANGE  
JUNIOR  
SCHOOL

**Recruitment Pack**  
After School Childcare Assistants



# Welcome

Thank you for your interest in the position of After School Childcare Assistant at The Grange Junior School in Hartford. We are an independent, co-ed school for children aged 4-18 located in the heart of Cheshire and we are looking for passionate and dedicated staff.

We are committed to providing a rigorous and engaging curriculum that meets the needs of all learners. The curriculum is aligned to the latest standards, and it is designed to challenge students and help them reach their full potential. We also believe that it is important for all staff to be lifelong learners themselves, so the school offers access to up to 300 courses to help you grow and progress. These opportunities can help you improve your skills and knowledge.

The school has a supportive and collaborative school community. Teachers and support staff work together to create a positive learning environment for students. They also provide support and resources to each other, which helps everyone to be more effective in their work. The Grange School is committed to providing a high-quality education for all students, and we are constantly striving to improve.

If you are a passionate and dedicated individual looking for a school that is committed to providing a first-class education for all students, then The Grange is the place for you.

If you would like to discuss this vacancy please contact Mrs Lynn Geary, HR and Governance Officer by email to: [recruitment@grange.org.uk](mailto:recruitment@grange.org.uk), or call 01606 539039.

Dr Lorraine Earps  
Head





# Welcome to The Grange Junior School

The Grange Junior School provides an outstanding start to any child's educational journey. We understand the importance of these formative years in the development of each young person and want every child to develop a love for school and for learning. From Reception, at age 4, where we begin to encourage and nurture the potential of each child, through to Year 6, where enjoyment of learning is fuelled with challenge, risk and diversity, we strive to inculcate the values, skills and understanding of the world that will last each child a lifetime.

Our ambition is to ensure that at age 11, every child in our care is ready to leave, able to independently and successfully embrace a Senior School education. At the same time, we hope that they will look back with great fondness about their Junior School years.

We achieve this by offering a stimulating academic programme, attentive pastoral care and a competitive, varied enrichment programme, all delivered in impressive, modern facilities. Yet it is the caring relationships that we develop with every child and their parents that are the most important asset to ensuring educational success and happiness.

Ben Tagg  
Head of the Junior School

## Hartford, Cheshire

Hartford is a village in Cheshire West and Chester, 2 miles to the south west of the town of Northwich and surrounded by Weaverham to the north, Kingsmead and Davenham to the east, Whitegate and Marton to the south and Cuddington to the west.

The village was recorded in the Domesday Book of 1086, when the Manor was held by Gilbert de Venables as part of the Barony of Kinderton. In 1644 during the English Civil War a battle was fought at Hartford Green when Royalists from Chester encountered the Parliamentary forces from Northwich.

Hartford has a number of Grade II listed buildings including Hartford Hall Hotel which dates from the 16th century and Vale Royal Railway Viaduct, built in 1837. There are also a number of local shops including a hairdressers, dry cleaners, florist, a cafe and a butcher. The village is also home to Hartford Tennis Club, Hartford Cricket Club, a bowling club, and a golf course with a driving range.

The A556 bypasses the village as part of the Northwich bypass and the bridge that carries the road over the River Weaver is known as Hartford Bridge or Blue Bridge, and was built in 1938. Hartford is served by Hartford railway station on the West Coast Main Line between Liverpool and Crewe and by Greenbank railway station on the Mid- Cheshire Line between Chester and Manchester Piccadilly.



# After School Childcare Assistants

## The Opportunity

**Salary:** £7,653 per annum

**Reports to:** After School Club Manager

**Working hours:** Part time, Term time only, Monday - 2.45pm to 6.00pm,  
Tuesday to Friday - 3.00pm to 6.00pm

The post offered is After School Childcare Assistant at the Junior School. There are two permanent positions available, one to start in June 2025 and one to start on 28<sup>th</sup> August 2025.

The After School provision, 'Sundowners', is designed to provide parents with high quality childcare on the school site to fit with the various demands of modern working life.

The main purpose of this post is to care for, help and supervise children aged between 4 and 11 years of age. Sundowners is open from 3.15pm until 6.00pm and the successful candidate will work as part of a team to provide a safe, supervised environment with a relaxed atmosphere where the emphasis is on having fun. Sandwiches, light snacks and refreshments are available during the session.





# After School Childcare Assistants Responsibilities

- You will have a caring, engaging and patient approach to children aged between 4 and 11 years old, being friendly yet firm, valuing the importance of positive play.
- Promote positive behaviour and good relationships between the children, having absolute regard to the safety and welfare of children on the school's premises.
- Engage and introduce children to play opportunities across all ages.
- Set up resources and equipment before the children arrive, including games and craft activities.
- Greet parents and sign in the children, giving a good impression of the School to parents at all times and dealing sensitively and confidentiality with any pastoral or welfare issues.
- Liaise with the After School Manager and Junior Leadership Team regarding any incidents or issues that may arise, albeit these are very infrequent.
- Attend meeting and training courses as may be required for personal and professional development.
- All staff are expected to uphold the values of the School by setting an example in attitudes, language and appearance.
- All staff should promote the general purpose and well-being of the children in their care.

# After School Childcare Assistants

## The Person

Key to recruitment activity: A = Application, I = Interview

Personal qualities:	Activity
Calm and reliable	I
Creative and thoughtful	A/I
Empathetic to adults and children alike	A/I
Organised and punctual	A/I
Patient, resourceful and tolerant	A/I
Commitment to the safeguarding of our pupils	I
Knowledge & Experience:	
Experience of supervising children as a parent, 'family adult' or carer	A/I
Understanding of the importance of constructive play to children's development	I
Be able to work as part of a team and individually	A/I
Inspire trust and confidence in children	I
Encourage high standards of behaviour at all time	I
Liaise with parents and colleagues in a professional manner	I
Observe the boundaries of the role, and respect confidential information	I
Initiate games and activities appropriate to the age of the children	I
Willing to undertake training as required	I
Relate to children on their level	I
Experience of positively managing the behaviour and play activities of individual and groups of children would be advantageous	I
Though not essential experience of working with groups of children on a voluntary or paid basis would be desirable	A/I
Though not essential, a current first aid qualification or play leader qualification would be desirable	A



# Employee Benefits

Here at The Grange School we offer a competitive package of employee benefits, including:

## **Employee Assistance Programme: with Health Assured**

**Healthcare:** We have partnered with Benenden Health to look after your health and wellbeing. Healthcare membership gives employees access to healthcare services such as Medical Diagnostics, Medical Treatment and Surgery, Physiotherapy, 24/7 GP and Mental Health helplines. You can also take advantage of exclusive offers on other products including discounted health assessments, health, cash plans, travel and home insurance and discounts on self-funded treatments.

## **Pension:** Aviva Pension Scheme

**Use of on-site facilities:** Staff have free membership to the school's onsite gym, outside of school hours and use of the sports hall. All staff can also take advantage of discounted ticket prices to shows at The Grange Theatre.

**Social events:** All new staff are invited to join us for a welcome meal and we also host an annual summer BBQ and Christmas party. A variety of wellbeing activities are also planned around school INSET days.

**Staff discounts:** The Grange has partnered with 'Benefit Hub' who offer discounts and money-saving deals on shopping, holidays, insurance etc. We have also partnered with local businesses who offer discounts on car maintenance and local gym memberships.

## **Subsidised lunch:** in dining hall

**Cycle to work scheme:** Cycle scheme is an employee benefit that saves you 26-40% on a bike and accessories. You pay nothing upfront and the payments are taken tax efficiently from your salary.





## How to apply

To apply for this position please complete and return an application form and write a covering letter for the attention of the Head, Dr Lorraine Earps and send to: [recruitment@grange.org.uk](mailto:recruitment@grange.org.uk). Applications can also be returned to us by post, to: Head of The Junior School, c/o The Grange School, Bradburns Lane, Hartford, Cheshire CW8 1LU.

**The closing date for applications is Monday 2<sup>nd</sup> June 2025 at 4.00pm with interviews planned to take place during the following week.**

*The Grange School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a DBS check.*

*This post is exempt from the Rehabilitation of Offenders Act 1974.*



# THE GRANGE SCHOOL

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Bradburns Lane, Hartford  
Cheshire, CW8 1LU  
01606 539039

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[www.grange.org.uk](http://www.grange.org.uk)