Bowdon Preparatory School
A REPTON SCHOOL



Welcome to Bowdon Preparatory School

from Sara Makepeace-Taylor, Headteacher

Thank you for your interest in joining our school community.

Bowdon Preparatory School is a co-educational independent day school for pupils aged 3-11. BPS is a very special place, where children are encouraged to **Believe in themselves, Persevere through challenges and Succeed in all that they do**. We have a strong sense of community and a rich history, and we are incredibly proud of our nurturing ethos, high academic standards and commitment to ensuring that every child feels known, valued and inspired to fulfil their potential.

Three core values lie at the heart of Bowdon Prep: **Care for All, Commitment to Excellence and Working Together.** These values underpin everything we do, not only in the way we educate and support our pupils, but also in how we work together as colleagues.

In September 2026, we proudly embarked on an exciting new chapter as a co-educational school and became a member of the **Repton Family of Schools**, benefitting from being part of a wider educational community; we share a commitment to excellence across the curriculum, are able to develop further opportunities and facilities for all, and offer the highest standards of education.
We believe that exceptional education comes from exceptional people, and I am proud to work alongside colleagues who are passionate about their work, committed to their own professional development and determined to make a positive difference to the lives of children.

Our staff aim is simple. Positive. Proactive. Professional.
We want our pupils to continue to grow into confident, compassionate and resilient young people, equipped with the knowledge, skills and self-belief to embrace the opportunities and challenges that lie ahead. Achieving this requires a dedicated team who share our ambition, enthusiasm and belief in the potential of every child.
I hope that, through reading this and the accompanying job description, you will gain a real sense of what makes Bowdon Prep such a rewarding place to work, where you will not only be able to bring the necessary skills and experience, but warmth, initiative and a genuine commitment to our school values.

Believe, Persevere, Succeed

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Lunch Time Assistant

Part Time (1.5 hours per day)

Term-Time, Temporary

Bowdon Preparatory School is seeking to appoint a hard-working, honest, self-motivated practitioner to effectively support children's learning and play experiences outside the classroom. Good initiative, organisational and interpersonal skills are essential. They will be a committed, enthusiastic individual who is able to work well as a member of a team. They will be flexible and adaptable and willing to learn new skills. They will have a genuine interest and enjoyment of children and be able to respond to them professionally with an appropriate authority.

Closing date: **27 November 2026**

Interviews: **Week commencing 30 November 2026**

Start date: **7 December 2026**

Bowdon Preparatory School is committed to safeguarding and promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment. DBS Disclosure at Enhanced level will be required prior to any offer of employment.

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Job Description

Responsible to the Pastoral and Wellbeing Leader

Job Purpose:

Supporting the school in meeting the emotional, social, behavioural, educational and care needs of the children, ensuring pupils enjoy the lunchtime experience - eating well and playing happily.

Main duties and responsibilities:

- To carry out such tasks and duties as are necessary for the efficient and effective delivery of the lunchtime service, as determined by the Headmistress.
- To carry out any other instructions given by the Headmistress reasonably falling within the responsibilities of the post.
- To provide consistent care for the pupils in their group, in order to aid social and emotional development (observing both eating and play-based behaviours and informing the child's Class Teacher or Phase Leader of any concerns).
- Be alert to issues of Health and Safety showing initiative to minimise risk to children and report concerns to the Headmistress or the Bursar.
- To support and promote the school's Behaviour Policy and ensure that it is implemented effectively.
- To attend appropriate training to improve own skills and knowledge (e.g. Safeguarding, H&S Training, Play, Child development, Behaviour strategies)

In the Dining Hall:

- Assist in the prompt and efficient delivery service of meals.
- Maintain the cleanliness and hygiene of the dining areas to the required standard.
- Take direction from the Dining Hall Supervisor.

In the Playground:

- Check that all play equipment is safe and fit for purpose.
- Inform the Bursar if there are any H&S concerns.
- Encourage pupils to choose appropriate resources and to put them away when they have finished.
- Promote constructive play at lunchtimes by encouraging a range of appropriate, creative, stimulating and fun activities, which are physically active, or encourage pupils to use imaginative play.
- Organise and maintain effective zoning of the playground, in order to cater for a wide variety of differing needs, creating a playground environment inclusive of all children.
- Deal with any minor First Aid issues or seek support from the First Aid Leader if needed.
- Encourage pupils to line up quietly and calmly, reporting any incidents to the Class or Form Teachers.

Person specification

Qualifications and Experience

- Good standard of spoken English
- Experience of working with and/or caring for primary-aged children

Knowledge and Skills

- Knowledge of child development in relation to play development.
- Respect for confidentiality of information.
- Ability to work as part of a team and under the direction of line manager.
- Ability to organise a range of play activities which extend children's play and contribute to their enjoyment and healthy development.
- Ability to adjust planned activities to meet the needs of individuals.
- Ability to ensure that all current administrative records are maintained and returned as required.
- Ability to cope with challenging behaviour from children (see Behaviour Policy for school strategies).

Commitment to

- Reducing barriers to learning and development.
- Inclusion and inclusive practice.
- Supporting and developing the individual (restorative practice).
- Firm, fair and consistent approach to behaviour management.
- Positive assertive discipline (praise-based).

Personal Qualities

- Ability to communicate effectively with staff and other members of the school community.
- Ability to build on and develop home-school relationships (working alongside the class teacher).
- Hard working, trustworthy, reliable and punctual.
- Co-operative and flexible approach to work.
- Good attendance record and good general health.
- Good time-manager.