



**Friends' School Lisburn
Post of Pre-Prep Leader
Information for Applicants**

- 1 Five documents are included for candidates in the Application Pack:
 - Information for Applicants
 - Job Description
 - Personnel Specification
 - Application Form
 - Equal Opportunities Monitoring Form (Online Form)
- 2 Applications will be acknowledged by email and invitations to attend interviews will be sent by email.
- 3 Completed applications should be emailed to recruitment@friends.lisburn.ni.sch.uk by **12 noon on Friday 25 September 2026**. Only applications on the school's official form will be considered.
- 4 The Equal Opportunities Monitoring Form should be completed [here](#) by **12 noon on Friday 25 September 2026**.
- 5 Canvassing disqualifies.

Friends' School is an equal opportunities employer and welcomes applications regardless of religious belief, political opinion, gender, marital status, ethnic origin and disability

Posts involving work with children and young people in educational establishments are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007.

Where an offer of employment is made on or after 1 April 2011, the individual offered the post will be expected to meet the cost of the Disclosure Certificate

Friends' School is a Non-Smoking Environment



**Friends' School Lisburn
Post of Pre-Prep Leader
Information for Applicants**

Friends' School Preparatory Department is an integral part of Friends' School Lisburn, a co-educational Voluntary Grammar School founded by the Religious Society of Friends in 1774. The Preparatory Department currently has an enrolment of 153 pupils in P1-7, with a further 9 in Pre-Prep.

The school's Quaker ethos and care for the individual underpin all the work done in the Department, and there is a strong sense of community.

The Head of Department is Ruth Watson. She works alongside seven class teachers, a part-time learning support teacher, ten classroom assistants and two members of staff in the Pre-Prep; a Pre-Prep Leader and Assistant.

Teaching & Learning in the Department follows the Northern Ireland Curriculum, and Pre-Prep, Foundation Stage, Key Stage 1 and Key Stage 2 and staff work closely together to ensure progression through the school.

The Pre-Prep Class is located in the Quaker Meeting House, which is adjoined to the Preparatory Department, and caters for a maximum of 16 pupils. Priority is given to children in the year before they begin compulsory education. Any remaining spaces are then allocated to younger children who have reached their third birthday; these children typically remain in the setting for up to two years.

Regular parent teacher interviews ensure that parents are fully informed about the progress and welfare of their children.

To mark the 250th anniversary of Friends' School in 2024, a *Guess How Much I Love You* Garden was opened in honour of author and Old Scholar Sam McBratney. This links into the school's new legacy trail and Pre-Prep play area which provide opportunities for outdoor learning. The school offers an extensive enrichment programme in sport, music and the arts.

All members of the Department are expected to be committed to professional development through attending relevant professional learning, and to be actively involved in the programme of extracurricular activities.

The Post

We require a caring and committed Pre-Prep Leader who will be responsible for the day to day running of the Pre-Prep, ensuring a safe, inclusive and stimulating environment for the children.

Terms of Service

Salary: The post will be on the NJC salary scale, starting at NJC scale Pt17 – Pt20 (currently £16.52 per hour - £17.36 per hour). There will be a probationary period of one year from the commencement of employment.

Hours of work: 32.5 hours a week, term time only.

Pension: The successful applicant will be automatically enrolled on the Northern Ireland Local Government Officers' Superannuation Committee scheme (contributory).

Benefits: The school is set in attractive grounds in a convenient location near the city centre and beside Wallace Park. It is within a short walk of the railway station and the bus station. There is onsite parking, and the person appointed will have access to the full range of facilities on site. The person appointed will also be part of a vibrant school community.



**Friends' School Lisburn
Post of Pre-Prep Leader
Job Description**

Hours: 32.5 hrs per week, term time only

Salary scale: NJC Scale Pt 17 - 20 (pro rata)

Responsible to: The Board of Governors, The School Principal, the Head of Preparatory Department and the Bursar

Job purpose: Under the direction of the Head of Department, the Pre-Prep Leader is responsible for the day to day running of the Pre-Prep, ensuring a safe, inclusive and stimulating environment for the children and taking responsibility for safeguarding and supporting children with SEN. The leader manages the work of the Pre-Prep Assistant.

Specific Duties:

Leadership

- Manage the daily operation of the Pre-Prep
- Lead, supervise and support staff, students and volunteers
- Organise staff meetings, planning and workload
- Support staff development
- Lead the inspection process from Social Services, along with the Head of Department

Curriculum & Child Development

- Lead planning in line with CCEA Curricular Guidance for Preschool Education
- Ensure a play based, inclusive curriculum across all areas of learning is prepared and regularly reviewed for both indoors and outdoors
- Oversee observation, assessment and recording of children's progress
- Promote children's wellbeing, development, independence and positive behaviour and set personal targets when required
- Contribute to enrichment activities for pupils within the wider Preparatory Department in the afternoon

Safeguarding & Child Protection

- Act as Designated Child Protection Officer for Pre-Prep
- Be the main contact for safeguarding concerns in Pre-Prep
- Record, report and manage concerns in line with Safeguarding Board NI procedures
- Liaise with Social Services and attend case meetings when required
- Ensure all Pre-Prep staff are trained and follow safeguarding procedures
- Maintain accurate, confidential records

Special Educational Needs

- Identify and support children with additional needs
- Develop and review Individual Education Plans (IEPs)
- Monitor progress and ensure inclusive practice
- Liaise with parents, the Preparatory Department Learning Support Co-ordinator and external professionals

Partnership with Parents & Agencies

- Build positive relationships with parents and carers
- Share information on children's progress with parents and carers
- Liaise with external agencies and professionals

Environment, Health & Safety

- Ensure a safe, clean and stimulating environment
- Maintain appropriate resources and equipment
- Ensure that the room is cleared on Friday afternoon
- Carry out risk assessments
- Carry out fire drills as directed
- Record accidents and incidents
- Carry out intimate care, personal hygiene and dressing of children when required
- Provide basic first aid for minor injuries and administer routine prescribed medications in line with School policy. Contact the School Nurse if required

Administration & Compliance

- Maintain required records (attendance, safeguarding, SEN, accidents, staff)
- Report to the Head of Department regularly
- Ensure compliance with the Minimum Standards for Childminding and Day Care for Children Under Age 12 in Northern Ireland and the Safeguarding Board for Northern Ireland
- Comply with the Friends' School Pre-Prep Policies
- Comply with the Friends' School GDPR & Data Protection Policies and attend annual training
- Attend annual Safeguarding training

Training & Professional Development

- Attend mandatory training
- Ensure Pre-Prep staff access required training
- Keep up to date with best practice and legislation

General Responsibilities

- Maintain confidentiality
- Promote equal opportunities and inclusive practice
- Support School events, meetings and activities as required
- Undertake any other reasonable duties as required by the Head of Department

General Conditions of Appointment

- All duties must be carried out to comply with current Health and Safety and other relevant legislation
- Employees will be provided with appropriate training to ensure the safe and efficient discharge of their duties. This training may be required to be undertaken at times other than when the school is in operation. In such circumstances the normal hourly rate of salary will be paid for the hours attended
- The requirements for the post are set out in the Personnel Specification. Applicants should ensure that they provide sufficient information on the application form to enable the selection panel to assess their eligibility for consideration

Personnel Specification

		CRITERIA
Qualifications	Essential	QCF level 5 Diploma in Child Care, Learning and Development, or equivalent;
	Desirable	BA Early Childhood Studies Degree, or equivalent.
Experience and Training	Essential	At least two years' experience in an early years' education setting;
	Desirable	Leadership experience in an early years' education setting; Recent certified training in paediatric first aid.
Knowledge and Skills	Essential	Detailed knowledge of the CCEA Curricular Guidance for Preschool Education; Detailed knowledge of the Minimum Standards for Childminding and Day Care for Children Under Age 12 in Northern Ireland; Proficiency in the use of ICT, including for teaching and learning; Knowledge of effective observation and assessment methods and how to use these to inform planning; Detailed understanding of pastoral, child protection and safeguarding issues; Ability to contribute to enrichment activities in the wider Preparatory Department.
Personal Qualities	Essential	Excellent organisational skills and the ability to see any task set through to completion; Excellent oral and written communication skills; The ability to work as part of a team; The ability to form positive relationships with pupils and a commitment to supporting their welfare; The ability to maintain confidentiality.

The above are the minimum criteria required for the post. They may be enhanced to enable the appointments panel to draw up a shortlist. Candidates should demonstrate how they meet these criteria through the application form.