



St Swithun's
Prep School
WINCHESTER

Nursery & Preschool – Bank Staff

Required from autumn 2026
Bank (zero hours) roles

Pay from £12.95 to £16.06 per hour
plus holiday pay for each hour worked





St Swithun's
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Welcome from the Prep School Head



Liz Norris, Prep School Head

Thank you for your interest in St Swithun's Prep!

We are a lively, forward-thinking prep school which takes great pride in introducing children to as many experiences as possible. We want our children to have fun as they learn, and our curriculum ensures they have plenty of opportunities for learning and discovery.

We are looking for caring, reliable, and enthusiastic individuals who are passionate about supporting young children's development in a safe and nurturing environment. You will be flexible to work at short notice, or in holiday periods to cover for other staff or support when we have a greater staffing need.

We hope this pack helps you see what is important to us here at St Swithun's. We would very much welcome your application and look forward to meeting you.



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Welcome to our school

St Swithun's Prep School in Winchester accommodates 150 girls aged 4-11.

The prep school is housed in a pair of state-of-the-art buildings that opened 10 years ago. The schoolhouses classrooms alongside specialist areas for Art and Design Technology, Computing, Food Technology, Science and Music and sport.

The Prep School adjoins St Swithun's Senior School, a leading GSA school offering day, weekly boarding and full boarding for 520 girls aged 11-18. Many facilities are shared, including catering facilities and a swimming pool complex that includes separate full-size and learner pools.

Our Nursery and Preschool is modern, light and accessible, having been developed in summer 2026.



The schools are set on an impressive and attractive campus of 45 acres overlooking the Hampshire Downs and within the South Downs National Park. The school is within walking distance of the centre of Winchester, and only an hour from central London.



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Role overview

Our successful candidates will be caring, reliable and enthusiastic, with a nurturing approach and the ability to build positive relationships with children, colleagues and parents.

They will work well as part of a team, be willing to learn, follow guidance from senior staff and contribute to a safe and inclusive environment, ensuring safeguarding and health and safety requirements are met.

The role involves supporting the delivery of high-quality care and early education for children aged 0–5 years, assisting with daily routines and promoting children's development through play in line with the EYFS.

We are keen to hear from people who are able to be flexible with their working hours, able to work at each end of the day (from 7am and until 6.30pm), and work during school holiday periods.

The role of nursery and preschool bank staff will include the below;

Safeguarding and Welfare

- Always follow safeguarding policies and procedures
- Ensure children's health, safety, and wellbeing is prioritised
- Maintain a clean, secure, and risk-free environment
- Support children's personal care needs (e.g. feeding, toileting, sleep routines)



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Key responsibilities

Childcare and Development

- Provide a safe, caring, and nurturing environment for all children
- Support children's learning and development in line with EYFS areas of learning
- Plan and deliver age-appropriate activities that promote development
- Act as a key person, building strong relationships with allocated children
- Support children's emotional wellbeing, especially for younger children (0-2)

Observation, Assessment and Planning

- Observe, assess, and record children's progress
- Contribute to learning journeys and developmental assessments
- Identify any concerns or delays and follow appropriate procedures
- Use observations to inform planning and next steps

Partnership with Parents and Carers

- Build positive relationships with parents/carers
- Share information on children's development and wellbeing
- Support transitions (e.g. settling-in, moving rooms, starting school)



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Person specification

Essential

- Relevant childcare qualification (minimum Level 2)
- Knowledge of the EYFS framework
- Understanding of safeguarding and child protection
- Good communication and teamwork skills

Desirable

- Degree in Early Childhood Studies or equivalent
- EYPS / EYTS / QTS
- Experience working with 0–5 age group
- Paediatric First Aid (or willingness to obtain)

These qualities will be assessed through application, references and during the interview process.





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Terms and conditions and application process

TERMS AND CONDITIONS

This is a bank role, providing flexible, as-needed support across the nursery to cover staff absence, holidays and busy periods.

The school offers a range of benefits, which may include:

- Comprehensive private medical insurance
- Generous DC scheme
- Free membership of the school swimming pool and free or heavily subsidised access to a range of activities on site including yoga, Pilates and strength and conditioning.
- Discount on school fees
- Refreshments whilst working, and free meals when on duty
- Access to an employee assistance programme

APPLICATION

The closing date for applications is 9am, Monday 21 September 2026.

Please complete our online application form which can be found [here](#).

We are not able to accept CVs instead of our application form.

For any queries about the role or the application process, please contact the HR Department on 01962 835798 or email recruitment@stswithuns.com

Applications will be considered as they are received, and we reserve the right to close applications before the closing date.



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Child protection and safeguarding

“St Swithun's is committed to safeguarding and promoting the welfare of children.

All staff are expected to share and support this commitment, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.”

Child Protection Statement

- Every child has the right to freedom from physical, racial, sexual, verbal or mental abuse (this includes bullying and intimidation). Our overriding aim is the protection of the individual child within the school.
- We require staff to be fully aware of what child abuse is and the different forms in which it may present itself, and of their duties in respect to child protection.
- We will provide adequate training (both as part of an induction and an ongoing process) in recognising abuse, and what to do if abuse is suspected.
- We are committed to maintaining good communication within the School on child protection issues and to following recognised procedures.
- The Head ensures that the recommended procedures are followed when recruiting staff.



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Equal opportunities

St Swithun's welcomes applications from candidates from a diverse range of backgrounds. The school will recruit predominantly based on an applicant's relevant skills, experience, capabilities and potential for development. The ability to work collaboratively with others will also be taken into account.

St Swithun's is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a working environment in which all individuals are able to make best use of their skills free from unlawful discrimination or harassment, and in which all decisions are based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

We do not discriminate unlawfully on the basis of age, disability, marital or civil partner status, race (including nationality, ethnic or national origin), religion or belief, sex or sexual orientation, gender reassignment or pregnancy or maternity (defined in the Equality Act 2010 as protected characteristics).

If you have questions about our recruitment processes, or would like any support to access our recruitment process fully please do contact us at recruitment@stswithuns.com.



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Explanatory notes

Application Form

Applications will only be accepted from candidates completing the enclosed application form in full. CVs will not be accepted in substitution for completed application forms.

Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post.

Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

The successful applicant will be required to complete a disclosure application form from the Disclosure and Barring Service.

In accordance with government guidelines, we will seek references on shortlisted candidates for teaching and some other posts, and approach previous employers for information to verify particular experience or qualifications before interview. In other cases, if this has not been done, any offer of a post will be conditional upon receipt of satisfactory references.

References should be from the applicant's current or most recent employer. If the current/most recent employer does/did not involve work with children, then the second reference should, if possible, be from the employer with whom the applicant most recently worked with children. Referees should not be a relative or someone known to the applicant solely as a friend.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about those issues.

Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons. The School will only accept references obtained directly from the referee and will not rely on references provided by the applicant or on open references or testimonials.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfES Children's Safeguarding Operation Unit.



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Explanatory notes

Invitation to Interview

If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. All candidates invited to interview must also bring with them:

At least two forms of identification, i.e. current driving licence (including photograph), a passport, a full birth certificate or marriage certificate, a utility bill or financial statement showing the candidate's current name and address. These must be issued within the last three months and provide verification of address. Documentation confirming their national insurance number, where appropriate, any documentation evidencing a change of name.

Please note that originals of the above are necessary – photocopies or certified copies are not sufficient.

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received).
- A check of the DfES barred list database, and the Protection of Children Act List as appropriate.
- A satisfactory DBS disclosure.
- Where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the school may require in accordance with statutory guidance.
- Satisfactory completion of the probationary period.
- Verification of medical fitness appropriate for the job's requirements.
- A written declaration that neither they nor anyone in their household is disqualified from working with children.
- Verification of professional status, such as GTC registration, QTS Status (where required), NPQH.
- Verification that the teacher/applicant is not subject to a prohibition order issued by the Secretary of State.
- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999).



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