

GAP Student

Job Description and Person Specification



PRESTFELDE

300 Pupils · Co-educational Independent Preparatory School · Boarding · 3 - 13 years

OVERVIEW

As a GAP Student, you will assist various departments with a wide variety of activities for all ages of children throughout the school. You may also be asked to assist a teacher with classroom preparation or coaching a team of boys / girls at sport. Sometimes you will have the chance to mentor pupils in a classroom and assist teachers in their varied roles. You may also be required to help with office/administration jobs, mail out and deliveries. An interest in boarding is desirable but not essential.

PRINCIPAL ACCOUNTABILITIES

- Providing support to principal teaching staff to support the lesson.
- Helping in the Little Prestfelde Den and providing support to the teachers and teaching assistants when directed.
- Supporting the House Parents with activities in the Boarding House when directed.
- Supporting the Sports Department with Games and PE lessons in addition to administrative tasks in preparation for matches/supporting in the administration of scholarship examinations for music.
- Preparing and setting up any Games equipment for PE lessons or Games lessons/helping set up music equipment to support the lesson.
- Supporting any other department within the school as and when required.
- Providing support to all ages of children from ages 3 to 13 with their learning and development.

GENERAL

- To work towards and support the School's vision and objectives outlined in the School Development Plan.
- To work within the School's health and safety policy to ensure a safe working environment for staff, pupils and visitors.
- To work within the School's Diversity Policy to promote equality of opportunity for all pupils and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality and appearance and to conduct positive, courteous relations with pupils, parents and colleagues.
- Undertake other reasonable duties related to the job purpose as required from time to time.
- Where required, to represent the School at internal and external events.
- You will be expected to fulfil any reasonable request made by any member of the teaching staff or support staff.
- All staff are required to adhere to the School's Safeguarding Policy at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the School, these concerns must be reported to the School's designated Safeguarding Lead.

- This job description is not exhaustive and will be subject to regular review. Any significant changes to the role will be subject to consultation with the postholder.

PERSON SPECIFICATION

- Good Knowledge of Microsoft Office;
- Good communication skills;
- Good organisational skills;
- A positive personality;
- A problem solver;
- Ability to work in a team;
- Ability to prioritise effectively;
- Ability to see tasks through to completion;
- A loyal and supportive colleague.

Having a good knowledge and understanding of netball and/or hockey would be a distinct advantage, and applicants should outline their expertise in these areas in the application form.

ADDITIONAL INFORMATION

This is a fixed term-contract working with an immediate start date to 11th July 2025. The post is for a minimum of 30 hours per week, Monday to Friday between the hours of 8:15am and 5:45pm (with half an hour unpaid for lunch each day) and Saturday 9:30am to 12:30pm. The allocation of hours will be discussed at interview. The post is during term-time plus 3 weeks to help with the holiday club during October half term, Christmas and during the first week of the summer holiday, which is run during the school holidays from 8:00am and 5:00pm and paid via timesheet.

Outstanding lunches are provided during term time only and are free of charge. If accommodation is required, then this will be provided at minimal charge together with breakfast and dinner during term time only. Minimum wage will be paid for this position plus an uplift for holiday pay.

AGREEMENT

This job description will be agreed between the post holder and the manager to whom he / she is accountable to. It may be reviewed in light of experience, changes and developments.

All staff are responsible for ensuring they attend the relevant mandatory training as agreed with their manager. Staff must ensure they follow the latest version of all policies and procedures which apply to them.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Certificate from the Disclosure & Barring Service is required for this post prior to commencement.

POST HOLDER'S NAME:	
POST HOLDER'S SIGNATURE:	
DATE:	

MANAGER'S NAME:	
MANAGER'S SIGNATURE:	
DATE:	