

**Luxemburg Gardens   
Hammersmith   
London W6 7EA**

**Tel: 020 7603 7381**

[**https://www.butehouse.co.uk/**](https://www.butehouse.co.uk/)

**Bute House Preparatory School for Girls** is an independent day school for 312 girls aged 4 to 11. We have an exciting opportunity for either a student who will be taking a gap year before university, or for a student who has already done a degree, but would like to gain experience in a school to join us this year.

Our girls are happy, well behaved and eager to learn, and we are looking for a dedicated student to join our vibrant and supportive staff team and help to provide our pupils with a range of opportunities.

This position will start from this September and is a paid post for a fixed term of one academic year.

**Job Description:**

Tasks include:

* supporting the PE Department with matches and before and after school practices
* helping the Head of Drama with a range of tasks and working backstage on productions
* helping with the supervision of pupils after school who may be waiting to attend clubs
* supporting staff with pupils who have not been collected from school
* admin tasks such as photocopying, preparing things for displays, helping in the Library
* carrying out break and lunch duties
* potentially do some small group work with pupils in one of your areas of expertise

**Person specification:**

* able to use initiative
* flexible and adaptable
* positive attitude

Applicants must be willing to undergo child protection screening, including reference checks and for the successful applicant a Disclosure and Barring Service Check.

**If you would like to apply for this role, please contact Janette Patterson, the HR Manager on recruitment@butehouse.co.uk**