



ALLEYN'S
JUNIOR SCHOOL

Appointment of
Infants Gap Year Student

Full time, term time

Fixed term for one or two terms from 8 January 2026

Information for Applicants

Letter from the Head of the Junior School

Dear Applicant

Thank you very much for your interest in the position of Infants Gap Year Student. Alleyn's Junior School is a close-knit community and a wonderful place to work. I am the Head, Simon Severino, and I am writing to you to explain why I think it is so special.

Alleyn's Junior School caters for children between 4- and 11-years old and is part of Alleyn's School, a 400-year-old co-educational independent school on a 30-acre campus in the heart of Dulwich, South London. Whilst the children embrace the school's shared facilities, including acres of grounds with a breath-taking view of the City of London, a highly-regarded 300-seat theatre and our much loved swimming pool and numerous sports facilities, they also benefit from a self-contained junior school community, in its own beautifully redeveloped and architecturally recognised buildings. This means that every child is seen as the individual they are and able to find their feet quickly on their school journey. Helping children to find their thing and be all that they can be is very much our shared goal.

We are well known for being an academically selective and highly performing junior school. Most importantly though, we offer our children a broad, holistic education so that they can discover their passions and build the foundations for a lifelong love of learning. Working at Alleyn's Junior School, you'll find yourself working with bright, curious and engaged children who bring with them the passion, enthusiasm and creativity that makes every lesson unique and inspiring. Whatever their interests might be, we fling open the doors for them!

Life is full and busy here at Alleyn's Junior School, as children throw themselves into a full range of sport, music, dance, drama, art and other cocurricular clubs. Because they automatically receive a place at the Senior School, they have the time and the space to be children, to explore learning for learning's sake and to find the joy of discovery and enlightenment through the academic curriculum, our cocurricular offer, our House system which extends from reception through to Year 6, and through copious amounts of play.

As a team, we are one staff, coming from both independent and state settings and working closely together, whether we are teachers or play an operational role. We love to work as a team for our school events. Whether it's our annual Year 6 play, our infant nativity, our comedy show *A Bit of a Laugh* and our *Alleyn's Junior School's Got Talent* competition, staff come together to play their part. Because we work together in every aspect of school life, we enjoy a strong bond, regular social events and a shared common space. There is a real sense of camaraderie and true partnership, with everyone supporting each other, and there are plenty of opportunities for development and progression.

The Alleyn's Junior School community is inclusive and welcoming, and we work in partnership with our parent body, who regularly come on site before and after school, as well as for events, coffee mornings and workshops. Diversity and inclusivity are very important to us, and this is something we as staff have worked closely with parents on, to make sure that children understand from an early age that diversity is a cherished and important part of life and that their experience at school reflects that. The genuine diversity of pupils is reflected in the diversity of our staff body.

The informality, the warmth and the grounded approach at Alleyn's Junior School really is infectious, and I hope you will feel it the moment you walk through the doors. There is nothing entitled, stuffy or pompous about this school, on the contrary we have an unpretentious warm, energy, that permeates through every classroom.

I am delighted that you are interested in Alleyn's Junior School, and I look forward to reading your application.

Yours faithfully



Mr Simon Severino
The Head (Junior School)



About The Role

The Junior School Infants Gap Year Student will contribute to the teaching and learning in both the curriculum and co-curriculum of Alleyn's Junior School life by supporting academic and operational staff whilst also maintaining the highest standards of safeguarding and pastoral care for the children.

The focus of the work will very much be with our youngest children in Reception, Year 1 and Year 2 (aged 4 to 7) who form our infant department.

Responsibilities of the Role:

- Work collaboratively with the teachers to provide consistent expectations of behaviour and levels of welfare support.
- Inform class teachers about issues that may arise with individual pupils.
- Keep the Head of Infants informed of all messages and communications you receive from children or parents.
- Identify and respond to individual pupil needs under the direction of teachers and operational staff. Be consistent and fair in all dealings with pupils and other staff.
- Sometimes assist the sports staff with curriculum lessons, clubs and matches, if skill set is appropriate.
- Sometimes assist in the supervision of children at After School Care.
- Assist with after school clubs.
- Accompany staff and children on day trips and residential trips.
- Back display boards and assist staff with displays.
- Assist with lost property – sorting and returning items to children.
- Assist all staff with general work.
- Prepare snacks at breaktimes.
- Assist Reception class staff with activities for Forest School weekly, as well as Year 1 and 2 half-termly.
- Provide general assistance in classrooms for specialist subjects i.e. music, art, sport.
- Be part of the break duty staff rota, including setting up and tidying after Reception lunch and supervising the Reception playground
- Depending upon the skill set and passions of the candidate, there may be opportunities to be involved in the wider life of the school.
- Be aware of the school's Health & Safety Policy.
- In conjunction with all staff of the school, support, promote and act within the school's Safeguarding Policy.
- In conjunction with all staff of the school, support, promote and act within the school's policies and practices about data protection.
- Promote the school's eco-agenda and ensure all work is carried out with a view to reducing waste and protecting our environment.
- Any additional duties, as directed by the Head of Infants which are within the reasonable capability and responsibility of the Infants Gap Year Student.

Line Management

The Infants Gap Year Student is managed day to day by the Head of Infants.



Person Specification

We are looking for a responsible and enthusiastic Gap Year Student to join our Junior School team, providing support to staff and pupils in a caring and engaging learning environment. This role is ideal for a school leaver considering a future in education, childcare, or a related field.

The ideal candidate will have:

Qualifications:

- A good secondary level education, including GCSE English Language and Maths.

Experience:

- Some experience (paid or voluntary) working with primary school-aged children.
- A genuine interest in working with young children and supporting their development.
- Patience, flexibility, and an understanding of the particular needs of Infant-aged children (4–7 years old).
- Strong communication and interpersonal skills, with the ability to engage positively with children and staff.
- A proactive and adaptable approach, willing to take on a variety of tasks, including classroom support, playground supervision, and assisting with school events.
- Excellent organisation skills, integrity, and an understanding of confidentiality.
- Basic IT skills to assist with classroom and administrative tasks.
- The ability to work effectively as part of a team while also using initiative when required.
- A commitment to safeguarding and promoting the welfare of children, with an understanding of child protection practices.
- A professional and appropriate standard of appearance, in keeping with the ethos of the school.

Our Values (the Alleyn's ROCCK!)

Respect
Opportunity
Curiosity
Courage
Kindness

Working at Alleyn's

Terms and Conditions

This is a full time, term time role starting on Thursday 8 January 2026 and running for one or two terms. The placement will end on either the 27 March 2026 or 2 July 2026, depending on the agreed duration. The hours are based on 37.5 hours per week, working Monday to Friday, excluding a 30-minute break for lunch. The successful applicant will be expected to work on Founder's Day, one Saturday per year in late June or early July. There may be other occasional school events that also require the role holder's presence.

The salary will be £14,493 per annum (based on an FTE of £19,553 per annum) and will be paid in monthly instalments.

The school provides additional benefits to its staff, including an employee assistance programme, lunches and other refreshments, the use of school facilities including the swimming pool and gym, access to the library, free tickets to school performances, and the opportunity to join one of two private healthcare plans. Staff also enjoy discounts with local businesses and may use holiday sports camps for the children of staff at a preferential rate.

The role holder will have access to, and may be automatically enrolled into, the School's Group Personal Pension Plan, currently provided by Legal & General. This plan may involve contributions being made via salary sacrifice based on 8% employer contributions.

On completion of the required recruitment checks, the post would be available to the successful candidate from Thursday 8 January 2026.

Commitment to Safeguarding

We are fully committed to providing a safe environment for children, staff and visitors.

We promote a climate where anyone in the community can freely share their concerns about themselves, or others, in terms of individual safety and well-being.

We protect the interests of the children at Alleyn's through awareness among all members of staff of the kinds of issues of abuse, maltreatment and neglect that would impair a pupil's health or development.

In this way, Alleyn's supports its pupils' development by fostering security, confidence and independence.

We provide an environment in which children and young people feel safe, secure, valued and respected, and know how to approach adults if they or those whom they know are in difficulties, with the assurance that they will be listened to.

Everyone in the staff community at Alleyn's takes responsibility for safeguarding, and we always aim to act in the best interests of the child.



Arrangements for the Appointment

How to Apply

Further information about how to apply can be found on our website, www.alleyns.org.uk/jobs.

The deadline for applications is Wednesday 3 December 2025.

If you have any questions you are very welcome to contact Human Resources by email at jobs@alleyns.org.uk or by phone on 020 8613 5016.

Interviews and Appointment

Interviews will be conducted at the school. This will consist of interviews with relevant colleagues including the Deputy Head of the Junior School and the Head of Infants. There will also be an opportunity to meet with other relevant staff.

Please note that references may be taken up before the interviews. If you would prefer to be contacted first please state this.

Suitable candidates may be interviewed before the closing date, and we reserve the right to withdraw the position if an early appointment is made.

Safeguarding Checks

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check.

Equal Opportunities

As an Equal Opportunities employer we welcome applications from all applicants who meet the requirements for the position. However we are especially keen to receive applications from those in minority groups for which the School is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.



Alleyne's School, a charitable company limited by guarantee registered in England and Wales with company number 09401357 and registered charity number 1161864. Registered office address: Alleyne's School, Townley Road, Dulwich, London, SE22 8SU
