



# The Pointer School

## Duties Assistant

**The Pointer School is an Independent Christian prep and pre-prep in Blackheath, South East London. We are seeking an inspirational, dedicated and passionate duties assistant to join our thriving school on a fixed-term contract for one academic year. The role of Duties Assistant involves being responsible for supervising students on the playground, supervising children on walks to the sports ground, and assisting with additional duties such as Assemblies, swimming, and in-class admin. Core working hours for this role are 09.45-17.15.**

The successful candidate will have a passion for working with young children and a commitment to the school ethos. The post is suitable for someone new to the profession or looking to start a career working with children. We have a strong family atmosphere and the successful duties assistant will become a part of this. We have high standards for behaviour and expect pupils to treat each other and staff with kindness and respect, and the right candidate will be able to support the classroom teachers as they guide pupils towards this. All staff are expected to contribute to the co-curricular life of the school.

This position is to start in September 2026 and is a full-time fixed-term contract expiring July 2027.

We can offer:

- A competitive package and an opportunity to work for an exceptional organisation;
- 50% fee discount (pro-rata) for children attending the school;
- Opportunity to work within a team of highly supportive and creative colleagues;
- Maximum class sizes of 20;
- Career progression through CPD and opportunities for internal promotion;
- Children that are polite, enthusiastic and excited to learn within a caring and happy environment;
- A school committed to doing the best for each and every one of its pupils.

Salary: £20,000 per annum

The Pointer School is totally committed to safeguarding the welfare of students and young people and expects *the same from its employees. All new staff will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment, two satisfactory references and registration with the Disclosure and Barring Service (DBS). Please note that the*

*school performs online checks on shortlisted candidates prior to interview in line with statutory requirements as set out in Keeping Children Safe in Education (KCSIE).*

*At The Pointer School, we are committed to recruiting and retaining a diverse and talented team that reflects the vibrant community we serve. We believe that an inclusive workforce enhances our pupils' learning experiences and fosters a culture of empathy, respect, and belonging. We welcome applications from individuals of all backgrounds, and seek candidates who share our commitment to equity, diversity, and inclusion.*