

Job Description: Gap Student (School Assistant)

Reports to: Deputy Head / Director of Sport / Facilities Manager

Contract Type: Fixed-term

Purpose of the Role

The Gap Student plays an important and valued role within the school community, supporting pupils aged 7–16 in their academic, sporting, and co-curricular activities. This is an excellent opportunity for a recent school leaver to gain practical experience in education, coaching, and school operations within a supportive environment.

1. Games and Sports Support

- Assist PE staff in delivering games lessons across a range of sports
- Help organise, set up, and take down equipment for practices and fixtures
- Support coaching during training sessions and matches
- Accompany teams to fixtures (including away matches where required)
- Encourage participation, teamwork, and good sportsmanship among pupils

2. Classroom and Lesson Cover

- Provide supervision for classes during short-term staff absence
- Assist teachers in lessons, including supporting individual pupils or small groups
- Help prepare teaching materials and classroom resources
- Maintain a positive and productive learning environment

3. Grounds and Facilities Assistance

- Work alongside the groundsman to support the upkeep of school grounds and sports facilities
- Assist in preparing pitches and courts for lessons and fixtures
- Support general maintenance tasks as appropriate
- Help ensure outdoor areas are safe, clean, and presentable

4. General Duties

- Participate fully in the life of the school community
- Attend staff meetings and training sessions where required

- Undertake additional duties reasonably requested by senior staff

Person Specification

- Recent school leaver (typically aged 18+)
- Strong enthusiasm for working with children and young people
- Good organisational and communication skills
- A proactive, flexible, and positive attitude
- Willingness to contribute to all aspects of school life
- Interest in sport and outdoor activities