

Gap Assistants

Required from January 2026 or September 2025

The Post

Ardingly College is seeking a motivated individuals to join the School for one year, from January 2026 until December 2026 or September 2025 until August 2026, as part of the Gap Assistant team.

The role involves undertaking general duties in all parts of the College but predominantly in the Prep (Nursery – Year 6) and Lower School (Years 7 and 8) and particularly in assisting with the sports and boarding provision.

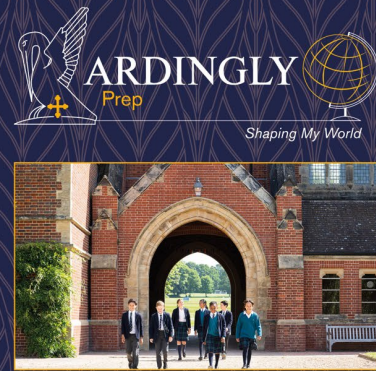
Our Gap Assistants are considered full members of staff and are highly regarded and appreciated. An integral part of the role is bringing their life experience for our pupils to learn and benefit from, and to broaden their horizons and bring examples to life.

In return we offer you a supportive and enjoyable working environment, and the opportunity to gain great work and life experiences.

Duties and Responsibilities

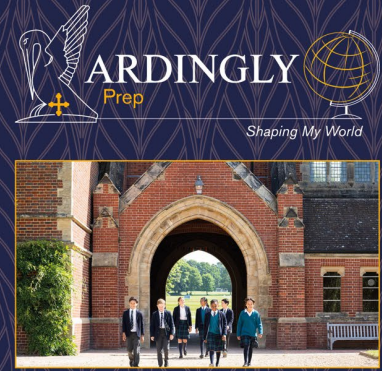
1. Lower School Boarding Duties (including but not limited to)
 - Assisting with waking pupils up and organising them in the morning.
 - Entertaining and socialising with them in the evening and putting them to bed.
2. Provide assistance in the areas of sport that are offered to both boys and girls, this includes:
 - i. Preparing equipment for both games sessions and matches.
 - ii. Coaching a team either alone or alongside another member of staff.
 - iii. If strong in one area of sport you may also be asked to umpire or referee (experience depending).
3. Provide in-classroom support across the Prep school, supporting teachers and teaching assistants in activities and learning across the age groups.





4. Support teachers within the Prep School with administrative tasks as and when available to do so.
5. Carry out healthcare duties as directed when the Matron is unavailable by escorting younger pupils to the Health and Wellbeing Centre.
6. In-charge of opening and locking up the Prep School.
7. Become involved in all parts of the college from oldest to the youngest:
 - i. Senior School sport commitments include games sessions during the week and helping at matches on Saturdays.
8. When supporting in the Early Years Prep setting, interacting with the children or small groups when necessary and carrying out any other jobs when asked.
9. Supervising Early Years Prep Lunch, including setting a good example to the pupils
10. Assist with various other events happening throughout the year for example:
 - i. Commemoration Day for both Prep and Senior School. This will take place on the last week of the Summer Term.
 - ii. Clubs in the Lower School, Prep School and sometimes in the Early Years Prep, assisting most other teachers where necessary.
11. Assisting with parking duties in the evenings, weekends and during the day for special events held at the College.
12. Going about every job with energy and enthusiasm and getting involved as much as you can in school life at Ardingly College, always displaying a positive image.
13. Displaying a professional and smart appearance both in dress and approach to work.

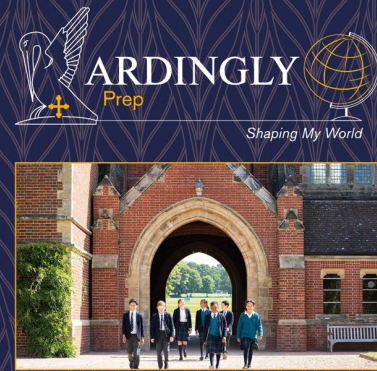




Person Specification

	Essential	Desirable
Qualifications	Literate and numerate.	Any sports qualifications.
Experience	Proficient in at least two of the sports offered at Ardingly: Hockey, Football, Cricket, Netball, Rounders and Tennis	Coaching/umpiring experience in any of the sports offered at Ardingly.
Specific Skills	Ability to use basic computer software packages. Be a good communicator/listener and be able to build relationships with students, teachers, and support staff.	
Personal Attributes	Ability to use initiative and take responsibility. Behave and act as a member of staff when working with children and maintain an appropriate distance. Enjoy working with young people. Be flexible and adaptable. Have a sense of humour. Be able to provide quality time for boarders, with mutual respect being shown. Be aware of the ages of the children that you will be working with and understand their needs. Always set a good example to the children, both in appearance and conduct.	





The College

Ardingly College is a thriving independent co-educational school offering an outstanding all-through education to over a thousand children in a beautiful part of West Sussex, with excellent transport links locally and across the South-East.

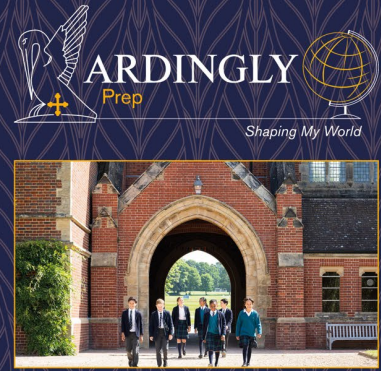
The Prep School has over 220 pupils from Reception to Year 6, as well as a Nursery. Reception and KS1 are based in the Farmhouse, and Years 3-6 in the main school building, School House. The Prep School lives and breathes the values of *Shaping My World*, through which primary aged children learn to explore the world around them in ways that are adventurous, curious, generous, and ingenious.

The Senior School has over 800 students from 11-18, 300 of whom are boarders. The curriculum is designed to be broad and stimulating, with over 25 subjects offered and a choice of A Level, IB Diploma or BTEC courses in the Sixth Form. The values of the school are centred on kindness, respect, and positive engagement, with students encouraged to balance their own interests with those of the communities in which they study and live.

The wellbeing and welfare of our students is paramount, with a strong emphasis on pastoral support provided through house staff, the Health & Wellbeing Centre and additional pastoral support such as the Chaplain, DSL, and Mental Health Lead. The curriculum is broad and balanced, enabling all students to participate in sports, creative and performing arts and a wide-ranging Enrichment Programme. Through their learning and experiences both inside and beyond the classroom, students are able to complete each stage of their education successfully and become ready for the next stage of their lives beyond school.

Academic results are high and have been on an upward trajectory since 2015. Results in 2023 surpassed those achieved by the pre-pandemic 2019 cohort, with 90% of Sixth Form candidates achieving grades between A*-B at A Level, or 7-5 in the IB Diploma. At GCSE, two thirds achieved between grades 9-7, with 48% scoring all 9s and 8s.





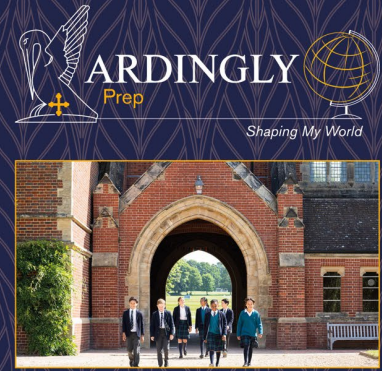
In the most recent ISI inspection of educational quality in 2018 the College was judged excellent for both pupil achievement and personal development and in 2021 the College passed all elements of the Regulatory Compliance Inspection.

The College offers an outstanding range of co-curricular activities and has a proud tradition of participation and achievement. In sports, pupils compete successfully at local, regional, and national levels in the main sports of football, hockey, swimming, netball, cricket, and athletics. Music, Art, and Drama are particularly strong, with exciting events such as concerts at school and in professional music venues, devised and scripted drama performances and exhibitions both by talented art scholars and give-it-a-go artists among the pupil and staff population.

Partnership is integral to the College ethos. Within school this applies to the partnership between teachers and operations staff to maintain excellent standards and quality of provision across the campus. Beyond the school gates, we work with a range of primary and prep schools as well as supporting the local community through voluntary action and working with schools abroad in Africa and Asia. The College operates a bursary programme which currently supports over 30 pupils with substantial or full fee remission.

Campus facilities are excellent, with considerable recent investment in the College campus bringing it up to the highest school standards. Recent additions include a new STEM faculty and upgrades to classrooms, as well as major refurbishments of boarding and day houses. A new café and dance studio were opened in 2021 and new Lower School and a third day boys house in 2022.





Terms and Conditions

Hours of Work: 40 hours per week, for 34 weeks per year (term time only), flexibility will be required including evening and weekend work.

Salary: £18,672 (inclusive of paid holiday entitlement)

Accommodation: Full accommodation will be available. There is accommodation for the Gap Assistants located in the heart of the College site with its own separate front door, bathroom facilities and kitchenette.

Application Procedure

Applications should be made via our on-line recruitment system at www.ardingly.com/vacancies and should include a personal statement outlining the applicant's suitability for the role. Details for two suitable referees should also be provided.

The closing date for applications is **Thursday 30th January 2025**. Interviews are expected to take place during February. For those applying from overseas these will take place on Teams.

Ardingly College is committed to ensuring the welfare of our pupils and appropriate checks will be made before the appointment is finalised, including enhanced DBS checks and overseas checks (where relevant).

