

JOB DESCRIPTION

GAP and Grounds Assistant September 2023 to August 2024

The Gap Assistant will report to the Deputy Head and will be expected to support and complement the work of the school staff.

A flexible approach to work is required but generally we try and create a weekly programme tailored to the individual's interests and strengths. This will include, but is not limited to, the following:

- Follow a timetable, drawn up the Deputy Head, with lesson assistance duties, including with the Head of Sport/PE.
- Attend and help run after-school practices for teams.
- Assist with taking teams, both at home and away matches, which might include Saturday mornings.
- Attend and assist at Open Mornings.
- Assist with break time and other supervisory duties.
- Assist with before school duties and help run the late club.
- Give help in the Lower Prep when necessary and help with supervision when required.
- Assist in the school office.
- Help in any area when required if in possession of the necessary skills, e.g. ICT, Drama, Science, etc.
- Assist with any job reasonably requested by the Head or Deputy Head.
- Attend all inset training days.

Grounds:

The timetable will include periods during the school day to help with tasks around the school grounds. For grounds work, the Gap Assistant should report daily to the Bursar. Tasks may include:

- Ensuring the grounds are neat, tidy and free of litter.
- Sweeping the astro areas.
- Removing weeds from paths, astro, edges of buildings.
- Emptying of litter bins.
- Checking of toilets after breaks.

We expect our Gap Assistant to:

- Get involved in school life.
- Set a high standard in personal behaviour, manners, appearance and promptness at all times, hence becoming a positive role model for the boys.
- Put the Health, Safety and Welfare of the pupils first.

The Gap Assistant will be covered by the School's Personal Accident Scheme, both in term time and holidays.

Smoking is not permitted on the school premises.

Staff are expected to dress smartly and appropriately for working with young children. Sports clothing should be navy with white polo shirts. Some school staff clothing will be provided.

This is an exciting and dynamic job, which requires energy, flexibility and a good sense of humour.

Signed.....

Date.....