



KING'S COLLEGE SCHOOL
WIMBLEDON



RUSHMERE ASSISTANT



WELCOME TO KING'S COLLEGE JUNIOR SCHOOL

Thank you for your interest in joining our school community.

King's is one of the world's leading independent schools, originally founded as the junior department of King's College London, with a forward-looking approach to education for pupils aged 7 to 18.

Our pupils are curious, creative and eager to learn, and the dedication, expertise, and care of our staff lie at the foundation of everything we do.

We believe in offering each of our pupils an outstanding educational experience, with education in Mind, Spirit and Heart, and the best possible preparation for their lives beyond school.

In Mind, we aim for each of our pupils to enjoy an exhilarating adventure of learning within a culture of intellectual curiosity, courage and creativity. Academic outcomes consistently place King's amongst the very top schools nationally and globally, with over half of A level and IB grades at A* or equivalent last summer, and we were delighted to be the highest placed independent co-educational day school and Independent International Baccalaureate School of the Year in The Sunday Times Parent Power 2025.

In Spirit, we celebrate our shared values of kindness, respect and support, and encourage everyone in our community to make a positive contribution to the world around them.

In Heart, we encourage pupils to pursue their own individual passions with determination and courage and the heart of our lion.

King's comprises the junior school for pupils aged 7-11 and the senior school for pupils aged 11-18. Leaders work

closely across the junior and senior schools in line with our overarching strategic vision to deliver the best possible experience whilst pupils are with us and to prepare them for the world beyond school.

The next few years represent a particularly exciting time for the junior school at King's as we embark upon the next chapter of the school's development and prepare to enter our third century in 2029.

A brand new, world-class campus for junior school pupils is being created at The Downs, a short walk from the main King's campus which lies opposite 1,140 acres of countryside offered by Wimbledon and Putney Commons. Our new junior school will provide outstanding, modern facilities for the education of pupils aged 7 to 11, designed to fully reflect the King's educational ethos.

We are also delighted to be extending co-education throughout King's over next decade so that any young person will have the opportunity to flourish here. The first fully co-educational cohort will be admitted to the junior school at year 3 from September 2029.

As part of these strategic developments, we are reviewing and developing our educational provision to ensure a world-class junior school experience for girls and boys.

We hope you consider joining us for this adventure.



THE ROLE/THE PERSON

We are seeking to appoint a sixth form leaver or graduate in the junior school from September 2026 to July 2027.

The Rushmere assistant reports principally to the Head of Rushmere and Professional Tutor (Induction). They are expected to take a full and active role in the curricular and co-curricular activities of the school, which may involve some weekend commitments.

Main duties will include:

- Providing teaching support for Rushmere teachers and pupils
- Providing 1:1 help with reading, spellings and maths for Rushmere pupils
- Providing a safe environment for those pupils requiring a sensory break
- Supporting Transition technology lessons
- Providing cover in lessons when staff are absent
- Completing administrative tasks
- Carrying out playground supervision duties at various points during the day
- Providing after-school supervision
- Managing the “Narnia” system for distinction (House point) prizes
- Acting as a role model for Junior School pupils
- Attending and assisting in the administration of one-day educational visits

- Accompanying First form pupils on a two-night residential trip

Person Specification:

- Good numeracy and literacy skills
- Enthusiasm and proactivity are key attributes

TERMS & CONDITIONS

- This is a fixed term position for the 2026/2027 academic year
- Hourly rate: £14.80
- Hours during term-time are flexible and as required, but you are not generally required to work the majority of the school holidays
- Attendance is occasionally required on Saturdays (for Open Mornings, entrance examination days, sports' fixtures etc.) and some evenings



HOW TO APPLY

Closing date: Thursday 30th April 2026 at 9am

Interview date: Wednesday 6th May 2026

To apply for this role, please register your details online via our website www.kcs.org.uk (under useful information / career opportunities). Once you have registered your details with us, you can apply for vacancies by logging into the candidate area using your email address and chosen password. You will be asked to fill an online application form which includes a covering letter.

Cover letter: Please use the cover letter to explain how your own skills and experiences match the person specification for this role. The cover letter is an opportunity for you to share with us how you are suited to this role, how your skills are transferable to the key requirements, and your relevant life experiences or interests.

Applications will be reviewed on a rolling basis and interviews are likely to be staged. Early applications are encouraged as we may choose to appoint at any time during the application process.

Arrangements will be confirmed prior to interview, and further details provided.

We welcome enquiries or questions regarding this position, including about adjustments to be made during the recruitment process: please contact recruitment@kcs.org.uk or telephone the HR department (020 8255 5308) to find out more.

We are happy to reimburse reasonable travel expenses.



WORKING AT KING'S

Our staff community is welcoming, energetic and vibrant. Within a well-established atmosphere of kindness, cooperation and trust, there is a “can-do” attitude, coupled with high levels of emotional intelligence, good humour and mutual support. The school's reputation for academic excellence and strong pastoral care is built on the dedication and skills of every member of staff.

Professional services staff at King's maintain high professional standards. They work within clearly structured departments but also collaboratively with other departments and with teaching staff. There are termly meetings for the whole support staff, which are complemented by bespoke training sessions. Individual staff members who wish to enhance their professional development are supported.

Whilst there are high expectations of support staff, they receive rewards for their efforts:

- Competitive salaries well above London and national averages
- 25 days' holiday per annum plus English statutory public holidays – 33 days in total (pro rata, where relevant)
- Contributory support staff pension scheme – employees are eligible to join after 3 months' service with a 10% employer contribution / 5%

employee contribution

- Access to BUPA and Aviva employee assistance programmes, and the BUPA healthcare cash plan
- Free use of the King's Club, including access to the swimming pool, gym, tennis/squash courts and group exercise classes
- Free lunch, tea, coffee and other refreshments during term time
- Shuttle buses from Wimbledon station
- Cycle to work scheme
- Fee remission for children of staff (subject to the usual entry requirements and space being available), pro-rata based on hours and weeks worked
- Invitations to school productions, concerts and events during the year

WORKING AT KING'S - STAFF PROFILES



"Since joining King's in 2019, I can say that this is a fantastic school that supports staff, as well as students to their highest standard. There have been many opportunities for me to grow within the IT department. Everyone I have come across at King's has been extremely helpful and welcoming. I feel honoured to work here"

- Mr Dixon
IT Helpdesk Manager



"My experience of working at King's has been overwhelmingly positive. It is a beautiful place to work, but it is the people who really make it special. I have found all of the staff to be warm, friendly and incredibly aspirational for the pupils and the school."

- Mrs Beverley Hunter
Bursaries and Access Officer



"Joining King's in 2006, my role as team leader, Science Department, is to oversee the operational functioning of the laboratories. As a team of six technicians our primary remit is to deliver a range of practicals to support teaching excellence across all science disciplines. My career at King's has been rewarding in so many ways but a particular highlight has been the re-design of a modern, multi-functional central prep room - this has transformed the way the team communicate, share our varied skills and manage a busy workload."

- Mrs Danckwerts
Team Leader - Science Technicians



"I've been working at King's College School since 2016. It is an outstanding school that offers our students so many opportunities. Working at King's College School is a great opportunity to gain experience, meet wonderful people and expand your horizons to the world."

- Mr Laska Porter



SAFEGUARDING AT KING'S

At King's, we recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils.

We make every effort to provide an environment in which children and adults feel safe, secure, valued and respected, and feel confident to talk if they are worried, believing they will be effectively listened to.

We are alert to the signs of abuse, neglect and exploitation, and follow our procedures to ensure that children receive effective support and protection. Child protection forms part of the school's safeguarding responsibilities.

We follow the Merton Children's Safeguarding Partnership procedures and have several policies and procedures in place which contribute to our safeguarding commitment, including our Child Protection & Safeguarding Policy. A copy of this policy is available on our school website: <https://www.kcs.org.uk/safeguarding-at-kings>. The purpose of this policy is to provide staff, volunteers, and governors with the framework they need in order to keep children safe and secure in our school. The policy also informs parents and carers about how we will safeguard their children whilst they are in our care.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Those applying to work at King's will be required to undergo rigorous child protection screening; pre-employment checks include (as relevant to the role and individual):

- past employers (references will be requested for shortlisted candidates prior to interview in line with **Keeping Children Safe in Education**)
- the Disclosure and Barring Service (including a barred list check)
- a prohibition from teaching check
- a Section 128 check (prohibition from management or governance)
- identity checks
- right to work checks
- social media checks
- overseas checks
- verification of qualifications and/or professional status
- fitness to work checks

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.



INCLUSION AT KING'S

King's aims to be a diverse and equitable environment where all staff and pupils feel they belong. The community aims to foster an ethos of social awareness and respect for difference, creating a welcoming and inclusive culture where every member of our community is valued and respected as their authentic self, regardless of difference. Establishing this sense of belonging and community is central to the ethos of King's and is outlined in the 'Inclusivity at King's' statement.

The school has developed a comprehensive equality, diversity and inclusion (EDI) programme that spans all areas of school life, including our wider school community. Our director of EDI oversees our work in this crucial area, working closely with our EDI mentors who support pupils around issues including sexuality, gender and race.

There are a wide range of thriving pupil advocacy and discussion groups who meet regularly, including our African Caribbean society, our East and South-East Asian society, our Pride group, our neurodiversity society, our interfaith discussion group and Her'd, our group for girls. Alongside this, the school holds regular talks and workshops on EDI topics to ensure that inclusivity remains a central part of the daily life at school and is at the heart of all that we do.

Further information about equality, diversity and inclusivity at King's is available on our website at <https://www.kcs.org.uk/equality-diversity-and-inclusivity-at-kings>

King's College School is fully committed to the principles of equality, diversity and inclusivity in its recruitment of teaching and support staff.

If you have any support requirements that require adjustments to be made during the recruitment process, please let us know in advance so that any support, aids or adaptations can be put in place to assist you. Examples can include, but are not limited to, a request for extra time, a wheelchair accessible interview room or alternative format of assessment papers such as audible, Braille or large print versions.



LIVING AND WORKING IN WIMBLEDON

Wimbledon is famous for its annual Grand Slam tennis tournament, but that is not the only thing that makes living and working in Wimbledon an attractive proposition.

The area is one of the safest parts of London and provides a wonderful mix of town and Village life. The streets are bustling and lined with bars, restaurants and shops and the charming children's Polka Theatre is situated in the centre of Wimbledon. King's is located on the edge of Wimbledon Common, at the beginning of one of the largest areas of green, recreational space in the whole of London. The Common, which extends to Richmond Park, is home to a 19th century windmill and an Iron Age fort.

One of the best things about working in Wimbledon is its connectivity. Wimbledon station is located in zone 3, approximately 10 minutes from Clapham Junction and 20 minutes from London Waterloo. There are regular trains to numerous destinations, including Kingston, Epsom and Richmond. Wimbledon can also be reached by tube, via the District line, and by tram, which connects to places such as Croydon and Beckenham. King's is also in a convenient location for road users, with its proximity to the A3 providing an excellent link to the M25. There is a morning shuttle bus for staff which runs from Wimbledon Station to the school.

Although property prices are high in and around Wimbledon Village, there are affordable options a little further away. Many staff choose to live in Central and South Wimbledon or Raynes Park, which is a 15 minute walk from King's. Other nearby options include Motspur Park, Worcester Park, Clapham, Tooting and Earlsfield but plenty of colleagues prefer to commute from Surrey, where Esher, Epsom and Ashstead are popular choices.



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