





GAP YEAR ASSISTANT

Required September 2023

Fixed Term Contract, 40 hours per week, term time only

The position

Saint Nicholas School is seeking an enthusiastic and motivated gap year assistant to provide practical, pastoral and administrative support in a varied and lively environment. The position presents a unique opportunity to gain experience of working in a school and would be suitable for either school leavers during a gap year, graduates with a related degree or gap-year students during studies. This is a fantastic opportunity for those who are considering a career working with children or looking to gain valuable experience in a school environment prior to university.

Our gap year assistant will be a valued member of our team and we aim to ensure that they gain unique work experience and have an exciting and life-enriching gap year. They will have the opportunity to become involved in and provide support to the wider community of the school, whether it be assisting teachers in lessons, providing lesson cover, accompanying school trips, hearing readers or working alongside our expert practitioners in the Lower School and our nursery.

The role will encompass activity across all departments from EYFS to Key Stage 4, giving the post holder a true overview of school life and a wide-ranging experience. This is an exciting opportunity to spend time in an ambitious and engaging school where our pupils are at the heart of everything we do. No two days will be alike!

The successful applicant

Educated to A level or above, the successful candidate will be energetic, responsible and organised as well as have the ability to work supportively and encouragingly with the children in our care. They will be an excellent role model for our pupils and demonstrate a willingness to take on challenge and contribute to the success of the school. Ideally, they will have:

- High expectations of pupils and confident behaviour management skills
- Excellent time management and organisational skills
- A high degree of initiative and flexibility

The role is a fixed term contract for one academic year, term time only. The successful candidate will work 40 hours per week 8.30am to 5.30pm Monday to Friday. The position has an hourly rate of £10.86 which equates to an annual salary of £17,646 (NA13).

We offer a wide range of benefits to school staff including training and development opportunities, up to 50% fee reduction for children of staff (after completing one year), contributory pension, occupational health scheme great career opportunities and free lunches (during term time).

Closing date for applications – Friday 2nd June 2023

Interviews to be held 9th June 2023 onwards.

All applications must be made on our official application form, which can be downloaded from the school's vacancies page: <https://www.saintnicholasschool.net/contact-us/staff-vacancies/>

Please return your completed application to Davina Marshall, HR Manager at d.marshall@saintnicholasschool.net



School's history & background

Saint Nicholas School was founded in 1939 with a total roll of 7 pupils. By 1977, the pupil roll had increased to 140 and at this time the school moved from its modest premises in Mill Street, Churchgate Street, to the current location at Hillingdon House. Today, Saint Nicholas is a thriving independent coeducational day school catering for approximately 500 pupils aged from 2 ½ to 16, with a nursery for babies from 3 months of age scheduled to open in early 2023.

The school is situated in delightful gardens and grounds which extend to more than 14 acres. Pupils in the lower, middle and upper school are each housed in their own area, within close proximity of each other, enabling good access to shared facilities. The School is very well equipped with specialist classrooms, science laboratories, technology areas, ICT rooms, and libraries. Sports facilities include extensive playing fields, tennis courts, a heated swimming pool, and a magnificent sports hall and state-of-the-art theatre.

The School is located close to London and Cambridge with direct train access to both, as well as being a short drive from Stansted Airport and the London Underground via Epping. You can find more about the school by visiting our website <https://www.saintnicholasschool.net/>

KEY RESPONSIBILITIES

To work under the guidance of teaching and support staff to support students in and out of the classroom, including cover, break and lunchtime supervisory duties and administrative office support.

This list is not exhaustive and you may be required to undertake other responsibilities and training as requested by your line manager. Key responsibilities include:

- undertaking whole class supervision in the absence of the class teacher, setting work previously prepared by the teacher
- developing curricular knowledge as required by the school
- applying the school's Behaviour Management Policy and reporting any difficulties to the supervising teacher/Head of Faculty
- setting homework previously prepared by the teacher
- undertaking observations of the students and contributing to student records
- supporting students in small groups to close any gaps in their understanding.
- supervising pupils in the playground, or other areas of the school as required by the Senior Leadership Team
- promoting good pupil behaviour, dealing promptly with conflict and incidents in line with the school's policies
- providing learning interventions to pupils as directed by the teachers and SENCO
- assisting teachers generally across the school with classroom and lesson preparation, for example photocopying
- providing administrative support to office staff e.g. filing, photocopying, running errands, runner
- supervising after school activities e.g. lower school homework club and assisting with extra-curricular clubs (could also include breakfast club)
- maintaining display boards
- tidying the libraries
- being aware of and complying with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection.

KEY SKILLS & QUALITIES

- Collaborative team player
- Positive, hardworking, and flexible
- Ability to communicate clearly with pupils, staff and parents
- Able to use initiative and self-motivated
- Ability to approach all confidential matters with discretion, sensitivity and diplomacy



KEY QUALIFICATIONS & EXPERIENCE

- Educated to A Level or above
- Strong literacy and numeracy skills
- No previous experience of working in a school environment required

We would love to hear from you if you are looking to join a supportive and enthusiastic team in beautiful rural surroundings. We respect the hard work and commitment demonstrated by everyone at Saint Nicholas School and we are proud of the caring and mutually supportive atmosphere.

SAFEGUARDING

Saint Nicholas School is fully committed to safeguarding and promoting the welfare of children, young people and other vulnerable groups and expects all staff, parents and volunteers to share this commitment. All staff and volunteers, where appropriate, will be required to complete our safer recruitment checks including qualifications; references; enhanced DBS and barred list; proof of identity; right to work in the UK; overseas, EEA and prohibition checks. New employees will be required to submit a Staff Self Declaration form (referring to disqualification under the Childcare Act 2006 as amended in 2018).

EQUALITY AND DIVERSITY

Saint Nicholas School aims to employ staff who are best qualified for the post and does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sexual orientation, marital or civil partnership status, disability or age.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents to be presented as detailed on the application form.